

# MIAMI-DADE FIRE RESCUE HURRICANE POLICY AND PROCEDURE BASIC PLAN

## I. INTRODUCTION

### A. Description

This Policy and Procedure is comprised of a Basic Plan with Addendum and Functional Annexes. All employees are responsible for reviewing the Basic Plan each year in May. Additionally, most employees will be directed by their supervisor to review one or more of the Functional Annexes. Each Functional Annex and the Operational Procedures section of the Basic Plan follows a format that divides responsibilities and priorities for hurricane preparation and operation into six stages. These stages are defined as follows.

1. Normal Preparedness
2. Increased Readiness
3. Pre-impact
4. Immediate Impact
5. Sustained Emergency
6. Post Emergency

### B. Definitions

1. **Functional Annex:**  
Supports the Basic Plan. Addresses specific activities related to the functional area identified, and identifies specific responsibilities.
2. **Hurricane Advisory:**  
Official information issued by the National Hurricane Center describing all tropical cyclone watches and warnings in effect along with details concerning tropical cyclone locations, intensity and movement, and precautions that should be taken. Advisories are also issued to describe (a) tropical cyclones prior to issuance of watches and warnings and (b) subtropical cyclones.
3. **Hurricane Eye:**  
The relatively calm area in the center of the storm. In this area, winds are light and the sky often is only partly covered by clouds.
4. **Hurricane Season:**  
That part of the year having a relatively high incidence of hurricanes. In the Atlantic, Caribbean, and Gulf of Mexico hurricane season begins June 1 and ends November 30.
5. **Hurricane Threat:**  
The expectation that a hurricane watch will soon be announced. Hurricane watch preparations may be initiated at this time by the Fire Chief.

- 6. Hurricane Warning:**  
A warning that sustained winds of 64 knots (74 mph) or higher, associated with a hurricane, are expected in a specified coastal area within 24 hours or less. A hurricane warning can remain in effect when dangerously high water or a combination of dangerously high water and exceptionally high waves continue even though winds may be less than hurricane force.
- 7. Hurricane Watch:**  
An announcement for specific areas that a hurricane or an incipient hurricane condition poses a possible threat to coastal areas generally within 36 hours.
- 8. Immediate Impact:**  
Operations during a hurricane. Actions are concentrated on the well being of people affected by the emergency. Emphasis is centered around life saving and property protection. Preliminary damage assessments begin.
- 9. Incident Action Plan:**  
Initially prepared at the first planning meeting, the Incident Action Plan (IAP) contains general control objectives reflecting overall incident strategy, and specific action plans for the next operational period. When complete, incident action plans will have a number of attachments.
- 10. Increased Readiness:**  
Hurricane preseason preparedness through hurricane threat/watch.
- 11. Normal Preparedness:**  
Normal and special preparations and policy/procedure changes occurring all year long.
- 12. Operational Period:**  
The period of time scheduled for execution of a given set of operation actions as specified in the IAP.
- 13. Post Emergency: Recovery efforts**  
Permanent restoration of private and public property. Return to normal service, repair and replace Department assets, complete post incident analysis, review/revise policies and procedures.
- 14. Pre-impact:**  
Hurricane warning or similar notification. Actions accomplished are precautionary, centered around taking appropriate measures to protect people, such as relocation, shelter mobilization, facility security, etc.
- 15. Standby Status:**  
The status of all Department employees upon the announcement of a hurricane watch. Requires all employees to prepare themselves and their homes and families for a possible hurricane landfall. Requires employees to monitor the status of the hurricane and be prepared to respond to the requirements of the Hurricane Policy and Procedure.
- 16. Sustained Emergency:**  
Operations after a hurricane. Emphasis on helping injured and displaced persons and securing dangerous areas. Definitive medical treatment, operation of mass care facilities, registration of displaced

persons, and detailed damage assessments may also occur during this period.

**C. Staff Responsibilities**

**1. Fire Chief**

- a.** Approve the Hurricane Policy and Procedure including the Command Structure and the Emergency Operations Center (EOC) Liaison each year prior to May 1st.
- b.** Direct appropriate hurricane preparedness and review memorandums to personnel prior to each hurricane season (see Preseason Preparedness).
- c.** Serve as Department representative for the Policy Group at the E.O.C. during hurricane emergencies.
- d.** Identify/approve all Functional Annex assignments.
- e.** If necessary, implement hurricane watch or warning procedures prior to an announcement by the National Hurricane Center.
- f.** Determine the need for and request the assistance of mutual aid in accordance with the State Emergency Response Plan through the appropriate Emergency Support Function (ESF) position at the State EOC.

**2. Deputy Fire Chief(s), If applicable**

- a.** Responsible for an annual review and modification of this plan. This will occur after all hurricane season reports have been received and reviewed. This will be completed by May 1st of each year.
- b.** Assist the Fire Chief as Agency Administrators for the Department during hurricane emergencies.
- c.** Collect all hurricane reports, recommendations, and other related information from within and outside the Department.

**3. Assistant and Division Chiefs, Directors, and Managers**

- a.** Assume the responsibilities of the Deputy Fire Chief in their absence.
- b.** Ensure that each of their employees thoroughly review and understand the Basic Plan and the appropriate Functional Annexes in May of each year.
- c.** Understand and be prepared to fulfill their individual responsibilities as identified in the Command & Control and other Functional Annexes.

**D. Department Personnel Accountability**

The accountability of all employees before and after any disaster is of premier importance to the Department. To enable an adequate accounting of employees, special procedures have been included in the Pre-impact and Sustained Emergency Phases. (Please see III-C-1 and III-E-1).

## **II. ADMINISTRATIVE PROCEDURES**

### **A. Staffing Policy**

Specific instructions for Department employees will be found under Increased Readiness, Pre-impact, and Sustained Emergency. The following are general staffing policies:

#### **1. All Employees**

All Fire Department employees are considered essential. However, not all employees are required to be at work during severe storm conditions. Employees not directed by other parts of this document will contact their supervisor for instructions immediately following a hurricane watch announcement.

#### **2. Employees not on duty during the storm**

As soon as possible after severe weather conditions subside all employees (including 24-hour shift) not on duty during the storm are expected to report to their scheduled assignment. Those with no assignments, (personnel who are not yet due to report in or who are on their CR day and employees on approved leave), are expected to advise their location and situation. This should be accomplished by utilizing the Call-In Procedure in Addendum A. This will enable the Department to account for employees and identify the personal needs of each employee reporting. The names of those not reporting will be assigned to the Employee Welfare Task Force for accountability. Upon calling in, each individual will be advised what their assignment and/or work schedule might be. Work schedules will be made with consideration of the personal impact on each employee.

#### **3. Employee Timekeeping**

All Department personnel, are required to keep a personal time log beginning when a Hurricane Warning is announced. This log will be completed on the Emergency Daily Activity Report (EDAR).

### **B. Hurricane Emergency Assignments**

#### **1. Incident Management Staffing (See Command & Control Annex)**

#### **2. Incident Management General Procedures**

The first hurricane planning meeting shall be called by the Fire Chief or his designee when a Hurricane Watch is announced or anticipated. At this time an initial IAP will be prepared. It will cover the pre-identified operational period between Watch and Warning. There may be subsequent planning meetings prior to a warning being issued, if the need is identified by the Incident Commander. A mandatory Planning Meeting will be conducted when a hurricane warning is announced or anticipated. The IAP will be updated and modified to reflect the changes expected during the next operational period. Planning meetings will be conducted during each operational period to determine priorities and objectives for the next operational period. This will continue through termination of the incident.

### **III. OPERATIONAL PROCEDURES**

#### **A. Normal Preparedness**

Normal and special preparations and policy/procedure changes occurring all year long.

1. Individuals responsible for Functional Annexes will review, evaluate and modify them as necessary.
2. Recommendations, suggestions, or other information related to this policy and procedure should be forwarded to the appropriate Assistant Fire Chief.

#### **B. Increased Readiness**

Hurricane pre-season preparedness through hurricane threat/watch.

##### **1. Pre-season Preparedness**

###### **a. Personal Preparedness**

On or about May 1st of each year, the Fire Chief shall direct a memo to All Stations and Offices advising all personnel of their responsibility for personal preparedness for their families and property. This will include reference to standard hurricane preparations for personal residence. It may also include or reference a standard brochure available through the Office of Emergency Management. Emphasis will be placed on reminding all employees of their responsibility to prepare their personal residence during the hurricane watch period.

###### **b. Department Preparedness**

###### **(1) General**

On or about May 1st the Fire Chief will direct a memo to All Stations and Offices regarding department preparedness for the beginning of hurricane season. This information will be directed to command structure, facility preparedness and preparedness activities required by each division and bureau.

###### **(2) Facility Preparedness**

On or about May 1st of each year the Fire Chief shall direct a memo to all stations and offices requesting completion of the "Preseason Facility Checklist" (see Logistics Annex Addenda). Personnel (as identified by the appropriate Division Chief) at each department facility will complete this Checklist by May 15th of each year. This checklist will be used to ensure that all facilities are properly prepared at the beginning of the season. Upon completion, this checklist will be forwarded through the chain of command, to the Assistant Fire Chief of Operation's Office. In April & May of each year the Facilities and Construction Division shall evaluate all fire-rescue facilities for suitability of use

during hurricanes, with emphasis on life safety. By June 1<sup>st</sup> a final report of all facilities shall be submitted to the Fire Chief or their designee. This report will include recommendations for additional facility preparedness, evacuation of facilities and/or any other items of importance identified by the Facilities and Construction Division.

**(3) Command Structure**

Approximately the first week in June all identified members of the hurricane command structure will attend a preseason briefing scheduled by the Fire Chief or their designee. These personnel will review the Hurricane Plan and all assignments and discuss any changes or additions to the plan.

**(4) Hurricane Target Occupancy Surveys**

Operations units will become familiar with target occupancies in their territory by conducting preseason surveys. Target occupancies are those with a high probability of trapped victims following a hurricane. Target occupancies may also include buildings susceptible to structural failure and collapse.

Examples of Target Occupancies:

- Hospitals
- Shelters (schools, etc.)
- Mobile Home Parks

**2. Hurricane Threat/Watch**

**a. Preparation**

**(1) Personnel**

When a hurricane watch is announced by the National Hurricane Center or when the Fire Chief initiates these procedures in anticipation of a watch, all Fire Department personnel will go on stand-by status and take immediate steps to secure their family and property. The Fire Chief's Staff/Hurricane Command personnel will keep the Fire Communications Office advised as to their location and availability.

**(2) Facilities**

- The Station OIC shall be responsible for hurricane preparedness at each station. The Facilities and Construction Division will identify a "facility manager" for all non-station facilities. Each Station OIC and facility manager will complete the "Hurricane Threat/Watch Facility Checklist".
- Final requests for additional supplies necessary to ensure reasonable protection for personnel and facilities, will be submitted, following a hurricane watch

or similar announcement, through chain-of-command, to the Logistical Services Division Chief.

**b. Command Locations**

**(1) Department Command Post ("Command")**

- Primary location - the Command Post at Headquarters (Room 156)
- Alternate Locations - as designated by the Fire Chief
- Responsibilities
  - **Logistical Services Division**  
Responsible for converting any identified location to a Department Command Post configuration, with all supplies, whenever directed by the Fire Chief.
  - **Communications Division**  
Responsible for implementing all communications needs at any location designated as a Department Command Post, whenever directed by the Fire Chief.

**(2) Area Command Locations**

- North Area Command ("North Division")
  - Battalion 3 office
  - Re-locate Battalion 3 to Station 19
- Central Area Command ("Central Division")
  - Division 2 Office
  - Station 48
- South Area Command ("South Division")
  - Division 3 Office
  - Station 34
- Special Operations Command ("Special Operations Division")
  - Division 4 Office
  - Station 24
- Miami International Airport ("Airport Division")
  - Station 59
- Responsibilities
  - **Logistical Services Division**  
Responsible for converting any identified location to an Area Command Post configuration, with all supplies, whenever directed by the Fire Chief.
  - **Communications Division**  
Responsible for implementing all communications needs at any location designated as an Area Command Post, whenever directed by the Fire Chief.

**c. EOC Staffing**

The Department's Liaison assigned to the Emergency Operations Center will report to that location when notified but no later than the announcement of a Hurricane Warning.

**d. Assigned Vehicles**

- (1) Division Chiefs/Managers and other Department supervisors will assure that all assigned County vehicles considered to be essential during or immediately following a hurricane will be readily available and completely fueled and serviced.
- (2) The Fire Chief (or designee) will determine which vehicles should remain in the possession of employees during a hurricane. All other employees should be prepared to leave their vehicles at a designated location prior to their release from duty, and before the arrival of the hurricane, and should arrange for other means of transportation. All County vehicles must be available for use during the hurricane and in recovery functions following the storm.
- (3) The Logistical Services Division will provide extra fuel for apparatus, auxiliary power units and station generators to the extent that resources are available.

**C. Pre-impact**

Hurricane Warning or similar notification. Actions accomplished are precautionary, centered on taking appropriate measures to protect people, such as relocation, shelter mobilization, facility security, etc.

**1. Preparation**

**a. Personnel (All)**

- (1) Personnel reporting to duty upon announcement of a Hurricane Warning will remain on duty until formally relieved.
- (2) Personnel on approved leave or a CR day are not required to report to duty unless the Fire Chief specifically cancels leave and CR days.
- (3) Personnel may be excused from duty during the hurricane emergency as directed by their supervisors. Supervisors must secure proper instructions for the release of these employees, through the chain of command, from the appropriate Assistant Director or Chief.
- (4) Staff Officers, non-uniformed, and non-Operations Division personnel will be assigned to perform special duties per the appropriate Functional Annex or as directed by their supervisor.
- (5) Non 24-hour personnel should bring appropriate personal supplies to enable them to effectively perform their duties. (See list below for examples)

**b. Personnel (24-hr shift)**

- (1) When a Hurricane Warning or similar notification is announced by the National Hurricane Center, the County Manager, or the Fire Chief, all shift personnel who are on duty will remain on duty until formally relieved. These individuals should have secured their homes and families during the Hurricane Watch phase, as they will not be relieved from duty to do so.



- (2) In the rare instance that a Hurricane Warning is announced without prior notification of a Hurricane Watch all shift personnel who are on their first day off will return to their

last duty station within one hour of the Hurricane Warning announcement. This will allow those on-duty personnel who did not have an opportunity to secure their property and families time off in which to do so. On-duty personnel will be relieved of duty by the returning shift for no more than six hours.

**EXCEPTION:** When a Hurricane Warning is announced after 0700 hrs. and prior to 1200 hrs. members of the off going shift will be given time to secure their families and property before returning to duty. These individuals should secure their property and families and report in to work no later than 1300 hrs.

**Any exceptions to the reporting for duty times outlined in this policy must be authorized via the C.O.C. by the appropriate Division Chief.**

- (3) Once personnel have returned from securing their families and property, the call back personnel providing relief will be released from duty. The need to retain extra staff will only be authorized by the Fire Chief under extreme conditions.
- (4) All personnel reporting for duty under a Hurricane Warning will report as directed and will have in their possession the following items, packed in one bag with name marked on outside:
- 3 sets ea. uniforms, tee shirts and 1 jacket
  - 5 each, pairs socks, undershirts, underwear
  - 1 extra pair of work shoes
  - 2 Bath towels, sheets, pillow, blanket
  - Toilet articles for 4 day stay:
    - toothbrush and toothpaste
    - deodorant
    - soap
    - shampoo
    - razor and cream
    - other personal items
  - Rain gear
  - Bunker gear
  - Flashlight with good batteries
  - Prescribed medications
  - Mosquito repellent
  - 3 day supply food (that would not require refrigeration or cooking)

**c. Department Personnel Accountability**

When a Hurricane Warning is announced each Battalion Leadworker will fax to the Fire Communications Office the current on-duty operations roster for their Division. When

callback personnel have reported to duty a final roster will be faxed to Fire Communications. All non-operations Division Chiefs/Managers are responsible for faxing to Fire Communications all personnel who are assigned to work during a hurricane.

**d. Facilities**

**(1)** Each station OIC and facility manager will complete the Department "Pre-impact (Warning) Facility Checklist.

**(2) Evacuation**

Stations 8, 10, 15, 21, 22, 27, 28, 33, 39, 42, and 55 are either located within designated high-risk flooding or coastal areas or uninhabitable during a hurricane. This requires the evacuation of all personnel and equipment from these stations. All stations or offices housed in mobile trailers will also be evacuated due to structural instability. The order to evacuate any station will be given by the Incident Commander. Regarding all other stations the Battalion Chief will recommend to the Division Chief if a station should be vacated and where crews will relocate. Units generally will go to prearranged locations. The nearest fire station that can house the personnel and equipment will be used when it best serves the public need. The Fire Communications Office and chain-of-command will be advised of any required relocations. (See Operations Annex)

**2. Command Staffing**

**a. Emergency Operations Center (EOC)**

**(1)** The EOC will be staffed by the Department Liaisons, appointed by the Fire Chief. These positions include Emergency Support Functions (ESF's) 4 (fire), 8 (health and medical), 9 (search and rescue), and 10 (HazMat)

**(2)** These Liaison positions must be staffed with trained personnel that must be able to make decisions and commitments for the Department in the absence of the Fire Chief or Deputy Fire Chief(s).

**b. Fire Department Command Post**

**(1)** The Fire Department Command Post will be activated automatically when a hurricane warning is announced, if not previously activated by the Fire Chief.

**(2)** The Fire Department Command Post staffing shall be limited to the Incident Commander ("Command"), Command and General Staff (Section Chief's) with one aide each. Other Section support staff will be located in appropriate offices at Fire Headquarters unless other areas are identified. Additional command post staff may be identified and authorized to occupy the Command Post at the discretion of the Incident Commander.

**c. Area Command Posts**

- (1)** The Area Command Posts will be activated when a hurricane warning is announced, if not previously activated by the Fire Chief.
- (2)** Each of the Area Command Posts will have an Incident Management Team assigned. (See Command & Control Annex)

**d. Communications**

The Fire Communications Office will begin to transfer resource requests normally handled through Fire Communications (e.g., fuel, mechanic, etc.) to the Department Command Post at Fire Headquarters.

**3. Open Burning**

When a hurricane warning is announced, all open burning approvals will be cancelled. The Fire Communications Office will refuse requests to burn after that point. The Fire Communications Office will also advise all Battalion Chiefs of any burning previously approved that day. This prohibition will stay in effect until cancelled by the Fire Chief or someone of higher authority.

**D. Immediate Impact: Operations during a hurricane**

Actions are concentrated on the well being of people affected by the emergency. Emphasis is centered on life saving and property protection. Preliminary damage assessments begin.

During such time as actual hurricane conditions exist, every attempt will be made to continue our primary mission of protecting lives and property in Miami-Dade County. It should be remembered however, that Fire-Rescue personnel are subject to the same environmental limitations as are members of the public.

**1. Discontinuation of Response (NO RESPONSE)**

- a.** The Fire Chief or his designee shall determine, in consultation with Fire Command and the Operations Section Chief, when the Department will cease responding to calls due to the severity of the storm. This decision will then be announced by the Fire Communications Office as a NO RESPONSE order. Prior to this announcement, any Battalion Chief or unit officer who feels that situations encountered are sufficiently dangerous to personnel at his/her location, may choose to cease operations and return to quarters but must advise the Fire Communications Office. Battalion Chiefs or unit officers who feel the need to continue operations past the announcement from Fire Communications must justify this decision through the Fire Communications Office and receive permission to continue their current task.
- b.** The following guidelines may be used to determine when apparatus should be placed in non-response mode during storm conditions:

- (1) All Airport Rescue & Firefighting (ARFF) units will be placed out of service when the Airport Director or his designee rules the airport to be unsafe due to wind or storm conditions.
- (2) Rescue unit operations will be terminated when sustained winds of 50 mph exist or local conditions dictate unsafe conditions (localized flooding, downed wires, etc.).
- (3) Suppression unit operations will be terminated when sustained winds of greater than 60 mph exists or local conditions dictate unsafe conditions (localized flooding, downed wires, etc.).
- (4) Helicopter operations will be terminated when wind conditions are sustained in excess of 45 knots (or sooner if determined by the Special Operations Division Chief). Helicopter operations will not resume until the storm has completely moved through the area and the winds have subsided below 45 knots.

## 2. Hurricane Eye Operations

Operations during the eye of the hurricane should concern themselves primarily with re-securing the fire station, if necessary, and assisting citizens who come to the fire station when it would be a danger to release them. All such activities during the hurricane eye shall be undertaken only if such operations can be completed in a safe manner. The safety of Department personnel will remain the primary consideration during these operations. In all cases, Hurricane Eye Operations should be coordinated through Fire Communications or Area Commands, as communications allow.

Requests for assistance received by Fire Communications, which occur during unsafe conditions and when emergency units are not able to respond, will be prioritized and remain on a waiting list at Fire Communications for post hurricane assignment.

## E. Sustained Emergency: Operations after a hurricane

Emphasis is on helping injured and displaced persons and securing dangerous areas. Definitive medical treatment, operation of mass care facilities, registration of displaced persons, and detailed damage assessments may also occur during this period.

### 1. General Instructions

#### a. Work Schedule Information

- (1) Off-duty employees with pre-assigned responsibilities will assume those duties.
- (2) Other off-duty employees will return to their regular work schedule and location upon the National Hurricane Center announcement that hurricane warnings have been lowered. Employees unable to reach their normal work place will report to the nearest operational Department facility and report to the supervisor at that location.

- (3) All personnel not scheduled to report to duty immediately following a storm must follow the Call-In Procedure in Addendum A.
- (4) Anyone unable to report for duty must, if possible, follow the Call-in procedure in Addendum A.
- (5) When, in the judgment of a supervisor, the employee's report-in time appears inappropriate to the general conditions; a memo of explanation from the employee to the supervisor is required.

**b. Fire Stations as Donation Sites**

Fire Stations shall not be designated as a food or other donation sites, except by order of the Fire Chief. The receipt of excessive food or other donations at fire stations may render the station unusable for operation activities. Personnel should contact their Battalion Chief or Area Command for a list of appropriate locations.

**c. Post-Hurricane Shelters**

Pre-identified Post-Hurricane Shelter sites and/or Casualty Collection Points shall be used for the disposition of all "walking wounded" or other civilian personnel that need to be removed to more adequate locations. (See Medical Annex)

**2. Assessments**

One of the most important functions for emergency service personnel following a disaster is the need to evaluate the impact that the disaster has had upon departmental resources and jurisdictional responsibilities. This assessment may include observations of structural damages, flooding, injuries, (both to fire department personnel and citizens), access, fire load, water supply, status of critical resources (such as hospitals, power stations, etc.) status of transportation capabilities with regard to both road accessibility and the operational capability of fire department equipment. Wherever possible, this evaluation will be accomplished by non-responding personnel. (See Assessment Annex)

**3. Response Operations**

**a. Resuming Operations (RESUME RESPONSE)**

The Fire Chief or his designee shall make a determination, in consultation with Fire Command and the Operations Section Chief, of when the Department can resume response operations. This decision will then be announced by the Fire Communications Office as a RESUME RESPONSE order. Battalion and unit officers who believe it is safe to resume operations prior to this announcement shall contact Fire Communications and state the conditions at their location and their need to begin operations. They will be authorized to respond only upon approval from the Fire Communications Office (this approval will be authorized by the Fire Chief or Fire Command). If unable to contact Fire Communications, the decision to approve such operations will rest with the Battalion Chief. If unable to contact the Battalion Chief the decision will be the responsibility of the Station OIC. Activities shall be

undertaken only if such operations can be completed in a safe manner.

**b. Post-hurricane Station Roll Call and Disaster Assessment.**

A Station Roll Call will be conducted by the Fire Communications Office or by Fire Command as soon as weather conditions have subsided. A report to Fire Alarm will be made utilizing the Disaster Assessment Snapshot Report (see Assessment Annex).

The report will include the status of all personnel and equipment at the station as well as the status of the facility. The condition of the surrounding neighborhood as well as standing water levels

and visible access will also be reported. In the event that both Fire Communications and Command are not able to communicate with a station, that Station OIC/Administrator will be responsible for forwarding (via radio, telephone or messenger) the report to the Area Command.

**c. Communications**

**(1)** Under emergency conditions during a disaster, all radio communications must provide only essential information.

**(2) Clear Text Communications**

Upon the resumption of response operations following a hurricane, all units will communicate in clear text (plain English). This is to eliminate all code signals which may not be understood by other jurisdictions. This step is taken in anticipation of mutual aid departments coming to the assistance of Miami-Dade. All incoming mutual aid units will also be requested to speak in clear text. Units will be advised when to revert to normal code communications.

**d. Emergency Response**

**(1) Dispatch through Fire Communications Office**

The primary response method, unless otherwise indicated, will be dispatch by Fire Communications. Units responding to requests from the Fire Communications Office must advise that office of any problems encountered during dispatch, or any changes of assignment necessitated by personal observations.

**(2) Dispatch via Area Command**

Dispatch of units may be controlled at an Area Command Post. This regional dispatch may be relayed from Fire Communications, may be based upon information at the Area Command, or may be a combination of both. The decision to utilize Area Command dispatch will be coordinated with Fire Command and Fire Communications.

**(3) Self-dispatch based upon assessment**

It may be necessary for units to dispatch themselves due to lack of communications with other stations or Fire Communications. This should be done based upon the OIC's assessment of the situation at the time. Consideration must be given to performing additional assessment objectives similar to triage during multi-casualty incidents. With the exception of providing life-saving assistance, a search will be conducted as soon as possible of predetermined priority areas (i.e., shelters, hospitals, mobile home parks).

**(4) Primary search and rescue**

Primary search and rescue may be implemented to support emergency response. This would be limited to rescue of lightly trapped victims. Appropriate decisions must be made as to the priority of responsibilities during this time period.

**(5) Safety & Hazard Identification**

Personnel conducting emergency operations must realize that their own safety and well-being is their first priority. Many hazards will be encountered during the first 72 hours after a hurricane. These include, (but are not limited to):

- wires down
- gas leaks
- fires
- unsafe structures
- flooding
- hazardous material incidents
- loose/dangerous animals
- heat stress

Every attempt should be made to abate these hazards, if it can be done safely. As with other incidents, personnel should utilize all safety equipment available, work in teams, and keep themselves adequately hydrated.

**(6) Ongoing territory assessment**

During all emergency response operations, continued territory assessment is vital. Continuous use of the neighborhood damage portion of the "Snapshot Assessment Form" in different areas of your territory can be crucial to appropriate resources being dispatched. This information must be transferred to Fire Communications or fire Department Command locations as quickly as possible.

**F. Post Emergency**

1. All after-action reports will be forwarded to the Planning Section Chief via chain of command.
2. The Planning Section Chief will schedule after-action meetings to review the effectiveness of the hurricane plan and annexes.



# Communications Annex 2004

## I. NORMAL PREPAREDNESS

### A. Supervisor Staffing

1. The Communications Division will cross train Fire Rescue Dispatchers as acting Fire Rescue Dispatch Supervisors in order to maintain an adequate complement of experienced supervisory staff during emergencies.
2. The Communications Division will maintain a list of qualified acting supervisors at the Supervisor's console. This list will be found in the Supervisors book.

### B. The Training Coordinator will:

1. Maintain a roster of personnel with previous experience in Communications. This roster will be found in the Supervisors handbook.
2. Prepare and maintain job duties and responsibilities for each of the positions listed below.

### C. Remote Site Training

Communications Personnel will be familiar with all aspects of the remote site dispatch operation. The Fire Communications Officer (FCO) will be responsible for scheduling regular training sessions.

1. Fire Rescue Dispatchers and Fire Rescue Dispatch Supervisors will be assigned dispatch responsibilities at the remote site. Periodic training, at least three times per year, will be scheduled by the FCO to maintain skill proficiency. Training will be conducted by the Division Training Coordinator.
2. Off-line alarm cards will be maintained at the remote site while computer maintenance continues at Fire Communications.

### D. Remote Site Equipment Use, Testing, Maintenance and Inventory

The Communications Division will ensure that all equipment and supplies located at the remote site are properly tested and maintained for immediate use.

#### 1. Equipment Use

##### a. CAD Terminal

- (1) The Fire terminals located at the remote site will be tested. Supervisors will ensure proper staffing when making assignments.

**b. Direct Phone Line**

- (1)** Ring-down circuits exist between the remote site and the Communications Division.
- (2)** These circuits are for emergency use only.
- (3)** Any calls not related to operations will be made on other lines.

**c. Dispatch maps must be updated by the Training Coordinator the first day of each month to ensure accurate dispatch response.**

**2. Equipment Testing**

**a. AC Sets**

- (1)** AC sets will be tested by the Fire Rescue Dispatcher daily by each shift.
- (2)** Assigned relief personnel will test extra backup console positions.
- (3)** Checklists for testing AC sets are posted at each console for easy reference.

**3. Maintenance**

- a.** All equipment found to be defective will be reported to the supervisor for repair and logged in the Equipment and/or Repair Logs.
- b.** Equipment checklists will be kept in the remote site file located in the Supervisor's file cabinet.

**E. Equipment and Supply Inventory**

- 1.** Supplies will be stocked prior to hurricane season.
- 2.** This procedure will be rotated between day and afternoon shifts and will occur after each use of the remote site.
- 3.** A monthly checklist for supplies will be kept in conjunction with the Equipment checklist and filed in the remote site folder.
- 4.** Supervisors will order and restock supplies as needed.
- 5.** Supervisors will report and log new repairs as well as outstanding requests.
- 6.** The Training Coordinator is responsible for keeping the remote site Equipment and Supply checklists current.

**II. INCREASED READINESS**

**A. Pre-season**

1. At the beginning of the hurricane season, the Training Coordinator will prepare a training guide to use with mutual aid personnel.
2. Beginning May 1<sup>st</sup> each year, supervisors will review the hurricane plan with all personnel.
3. During a hurricane advisory supervisors will again review the plan with all personnel and prepare to implement the plan.
4. Remote Site Equipment Use, Testing and Maintenance
  - a. AC sets will be tested daily by each shift beginning June 1<sup>st</sup> the start of hurricane season.
  - b. Relief personnel will test backup console positions.
  - c. Checklists for testing remote site equipment will be posted at each console for easy reference.

**B. Hurricane Threat/Watch**

1. Communications Division personnel will immediately call the Fire Alarm Captain or Supervisor and provide them with a current phone number and location. This information must be updated as changes occur.
2. Personnel must begin to prepare their family and homes in anticipation of a hurricane warning.
3. The Fire Chief's Staff/Hurricane Command personnel will keep the Fire Alarm Office advised as to their location and availability.

**III. PRE-IMPACT**

**A. Personnel**

1. Personnel on approved leave will contact the on-duty Captain or Supervisor, or other equal or higher supervisor, to determine whether or not they will be required to report to work. However, the Fire Chief retains the authority to cancel all leave if the event or impact on the community warrants such action.
2. All swap time will be cancelled upon the announcement of a hurricane warning.
3. Fire Rescue Dispatch Supervisors will contact off-duty personnel when a hurricane warning is announced. At this time, personnel will be notified when to return to duty to begin Alpha-Bravo shifts.
  - a. With the announcement of Alpha-Bravo, the Supervisor on duty will pull the current schedule and place Fire Rescue Dispatchers as follows:
    - (1) Days.....Alpha
    - (2) Evenings.....Alpha/Bravo

(3) Nights.....Bravo

4. Personnel reporting to duty upon announcement of a hurricane warning will remain on duty until formally relieved.
5. Personnel may be excused from duty during the hurricane emergency as directed by their supervisors. Supervisors must secure proper instructions for the release of these employees, through the chain of command, from the appropriate Assistant Fire Chief.
6. Communications Captains
  - a. On-duty personnel will be relieved of duty by the reporting immediate past shift in order to secure their family and property. Employees are to return to their duty station within six (6) hours. Any employee unable to do so within the specified six (6) hour timeframe must contact the Communications Division Chief immediately.
  - b. All 24-hour shift personnel will report as directed and will have in their possession enough personal supplies (food and clothing) for two (2) to three (3) days.
  - c. When the National Hurricane Center, the County Manager or the Fire Chief announces a hurricane warning or similar notification, all shift personnel who are on their first day off duty will return to their duty station within one (1) hour of the announcement.

**EXCEPTION:** when a hurricane warning is announced after 0700 hours and prior to 1200 hours, members of this shift will be given time to complete steps to secure their family and property. These steps should be undertaken immediately upon release from duty during a hurricane watch, and all personnel should report no later than 1300 hours. All relief personnel (except overtime) will report back to the station worked.

7. Unit Log

The unit log is used to identify individuals or groups of individuals (Fire Rescue Dispatchers/Supervisors) on duty for a specific operational period.

- a. The operational period is a twelve (12) hour period defined by Command.
- b. The following entries are required in the unit log:
  - (1) Incident name
  - (2) Date
  - (3) Time
  - (4) Unit name: individual, group (unit, specific group, Fire Rescue Dispatchers/Supervisors)
  - (5) Unit leader Administrative Supervisor/Administrative Captain

- (6) Operational period
- (7) Name (individuals in group)
- (8) ICS position
- (9) Home base (Fire Communications)
- (10) Major events (any occurrence during the course of the operational period that could be considered significant or, is related to the employees or groups work time.

- c. The unit log shall be forwarded to the Logistical Services Division Chief after each operational period.

## 8. Situation Report

- a. During a hurricane, Communications Division is required to submit a Situation Report to the Logistical Services Division Chief at the beginning of each operational period. This report identifies all personnel and their present status. The report indicates whether they are on or off duty and if off, where they can be contacted.
- b. All Fire Rescue Dispatchers are required to advise the Fire Alarm Supervisor of their status and availability with the announcement of hurricane watch.
- c. The Administrative Supervisor will be responsible for developing a Situation Report. This report will be forwarded to the Logistical Services Division Chief at the beginning of each operational period.
- d. The current Communications Division Roster will serve as the Situation Report. This roster will be filled out with the appropriate codes to indicate every individual's current status. The report will be faxed to the Logistical Services Division Chief as soon as possible after the beginning of the operational period.

### Codes:

- **A** - Alpha Shift
- **B** - Bravo Shift
- **W** - Working (on duty)
- **O** - On duty. This will be accompanied by a telephone number where the person can be reached.
- **L** - Approved leave (maternity, ill, etc.)
- **U** - Unaccounted for (has not called in, unable to contact).

## 9. Emergency Tactical Communications Group

Personnel from the Tactical Communications Group will man each permanent repeater site during the threat of a hurricane or natural disaster. The Tactical Communications Group is responsible for managing the backup communications systems after a system-wide failure of the primary network.

- a. Personnel reporting to duty upon announcement of a hurricane warning will remain on duty until formally relieved.

- b.** Tactical Communications Group Command Structure (See Addendum A).
- c.** The Tactical Communications Teams should be deployed when the Department goes on hurricane watch. It takes about six (6) hours to pack equipment, deploy teams, and prepare a particular repeater site for an emergency.
- d.** Tactical Communications Group Repair Priorities
  - (1)** Operational Communications
  - (2)** Command and Control Communications (may be piggybacked to Operational Communications)
  - (3)** Medical Communications
- e.** Hurricane Communications Specialist's Duties

The Hurricane Communications Specialist is responsible for managing the backup communications system for MDFR after a natural disaster or a system wide failure of the primary network.

  - (1)** The Hurricane Communications Specialist is responsible for installation, operation and maintenance of the backup communications system and the emergency repair of the base station and vehicle radio systems within their assigned area or district.
  - (2)** The Hurricane Communications Specialist is responsible for coordinating communications with other appropriate agencies/entities through the Communications Team Manager.
  - (3)** The Hurricane Communications Specialist is responsible for all tools, spare radios, and components of the backup communications system in his/her custody.
  - (4)** The Hurricane Communications Specialist is responsible for maintaining appropriate records and reports.
  - (5)** The Hurricane Communications Specialist performs additional tasks and duties as assigned during the activation period.
- f.** Hurricane Communications Specialist Operational Checklist:
  - (1)** Assist with the transfer and loading of communications equipment as necessary.
  - (2)** Receive a detailed briefing from the Communications Division Team Leader or appropriate personnel to include:
    - (a)** Chain of command
    - (b)** Latest event information
    - (c)** Environmental conditions

- (d) Media issues and protocols
  - (e) Tactical assignments
  - (f) Review of the communications plan, frequencies, brief on accountability, use and care
- (3) Issue communications radio equipment to appropriate MDFR personnel; identify assigned frequencies; brief on accountability, use and care.
  - (4) Install Base Station at assigned Area Command Post if one does not exist. If one has already been installed, verify operation.
- (a) Equipment list for Hurricane Communications Specialist (See Addendum B).
  - (b) Permanent Repeater Sites (See Addendum C).

## **B. Department Personnel Accountability**

The accountability of all employees, before and after any disaster, is of premier importance to this Department. To enable an adequate accounting of employees, the following procedures will be observed:

### **1. On-Duty Personnel**

When a hurricane warning is announced, each Battalion Lead Worker will fax the current on-duty operations roster to the Fire Alarm Captain. When all on-duty and callback personnel have reported to duty, a final roster will be faxed back to the Fire Alarm Captain. All non-operations Division Chiefs/Managers are responsible for faxing to the Fire Alarm Captain a list of all employees who are assigned to work during a hurricane.

### **2. Call-In Procedure**

- a. Individuals not required to report back to duty because of their assigned shift or civilian personnel not required to be on duty during the storm shall follow the same procedure found in the Basic Plan – Addendum A.
- b. Individuals scheduled to report to duty, but unable to do so, shall follow the call-in procedure found in the Basic Plan – Addendum A.

### **3. Employees Unaccounted For**

A pre-identified task force will be assigned to determine the location and status of all Department employees who have not been accounted for within the first twelve (12) hours following the Resume Response Order. See Employee Welfare Annex.

## **C. Facilities**

The Communications Division will be advised of any required relocation of stations or offices.

**D. Employee Accommodations**

1. Employees are strongly encouraged to preplan shelter accommodations for their families.
2. If no shelters are available, Communications Division employees who must work during the storm may bring their immediate families.
3. Immediate family is considered to be a spouse or children.
4. Due to space availability, families will be required to seek other accommodations as soon as storm conditions permit.

**E. Supplemental Staff Orientation**

**1. Additional Staff Training**

- a. Additional staff personnel will be assigned to the Communications Division to augment regular staff.
- b. The Disaster Trainer will familiarize assigned staff with radio equipment, phones; fax machines and CAD as they arrive.
- c. The Disaster Trainer will also review the Communications Division's Hurricane Plan with supplemental staff.

**2. Staff Job Description**

- a. The Disaster Training Coordinator will act as the Disaster Trainer during a hurricane.
- b. Disaster Trainer duties include; but are not limited to:
  - (1) Prepare and maintain checklist for all job duties and responsibilities.
  - (2) Upon arrival, update all staff personnel filling the following positions along with their respective roles:
    - (a) Communications OIC
    - (b) Administrative Captain
    - (c) Administrative Supervisor
    - (d) Documentation Officer
    - (e) Public Relations Representative
    - (f) Emergency Medical Personnel
    - (g) CISM Representative
    - (h) Haz-Mat Personnel



**(i) EMD QA Personnel**

**F. Supplemental Staff Orientation**

Rapid operational developments, Department strategy, and employee information make it necessary to provide a structured method to update and distribute information to Fire Alarm personnel prior to reporting to their work assignment.

**1. Roll Call**

- a.** Beginning with a hurricane warning, the Administrative Supervisor will hold a roll call prior to each shift.
- b.** When it is not possible to hold shift briefings due to staggered reporting times, the Administrative Supervisor will hold briefings with personnel before they report to their duty station.
- c.** Employees will review all pertinent information prior to reporting to their duty station.

**2. Console Books**

- a.** Beginning with a hurricane warning, the Documentation Officer will prepare a separate Console Book for each console and will label the books with the name of the hurricane. A master-copy Console Book will be maintained by the Documentation Officer with copies of all old information.
- b.** All information relating to the hurricane, operational procedures or employee information will be posted in this book. Old or outdated information will be purged to reduce confusion. The Documentation Officer will be responsible for updating these books as new information is received.

**G. Remote Site Staffing**

- 1.** Remote site staffing will be maintained at an optimum level during a disaster. Prior to sustained winds of 40 mph, the remote site will be staffed by the following positions:
  - a.** One (1) Communications OIC
  - b.** One (1) Fire Communications Captain
  - c.** One (1) Fire Rescue Dispatch Supervisor
  - d.** Seven (7) Fire Rescue Dispatchers
    - (1)** Fire North
    - (2)** Fire Central
    - (3)** Fire South
    - (4)** Fire Tactical

- (5) MedCom
- (6) Local Government
- (7) Three (3) relief positions

**H. Command Staffing**

1. The Division Chief will post an organizational chart, which will identify both operations and administrative functions.
2. The decision to activate the Command Post at headquarters will be made by the Fire Chief and relayed to the Communications Division.
3. The Communications Division will begin to transfer resource requests normally handled through the Division (e.g., fuel, mechanic, etc.) to the Department Command Post at headquarters. An effective liaison will be established between the Communications OIC and Fire Command to modify or extend this provision.
4. The Operations Team will consist of a Supervisor and a Captain. They are responsible for activities, which directly relate to alarm assignments or response to requests for service. The Administrative Team will consist of a Supervisor and a Captain. They are responsible for any non-operational duties.

**I. Open Burning**

When a hurricane warning is announced, all open burning approvals will be cancelled. The Communications Division will refuse requests to burn after that point. The Communications Division will also advise all Battalion Chiefs of any burning previously approved that day. This prohibition will stay in effect until cancelled by the Fire Chief or someone of higher authority.

**J. Unit Numbering**

In order to identify additional rescue units placed into service during a hurricane, a standard unit numbering system will be used to enter units into the CAD system.

1. Fire Rescue Dispatchers will use ad-hoc numbers (70-99, for example R70, R89, etc.) that have been pre-determined and posted on a status board at each console.
2. The Communications Division in consultation with Airport staff will assign MIA additional unit numbering.
3. The status board will be used a cross-reference for station/unit assignment(s).
4. The status board will be prepared and maintained by the Disaster Trainer or designee.
5. The Disaster Trainer or designee will train appropriate personnel to add or remove units from the CAD system as needed.

**K. The Administrative Captain will be responsible for remote site equipment use, testing, maintenance and inventory.**

1. Computer e-mail
    - a. E-mail services will be established with the Communications Division, Command and other support functions.
  2. Fax Machine
    - a. A fax machine is available at the remote site. The phone number is (305) 596-8448.
    - b. Fax numbers will be provided for easy reference.
- L. Protecting Telephone Equipment
1. Protecting Telephone Management Equipment
    - a. Telephone instruments on desks should be placed in plastic covers and tied. If you disconnect the telephone to store it, the Information Technology Department's (ITD) or MDFR staff may have to come back after the storm to reset the phone system. Many of the new systems automatically render disconnected instruments unusable in order to protect the equipment.
    - b. During a hurricane watch, Information Technology or MDFR staff will visit County PBX sites to coordinate preparations of the main telephone system.
    - c. MDFR Communications staff may power down small electronic key systems such as Norstar. In most cases, there is a main switch on the front panel or a regular 110-volt power cord that should be unplugged from the electrical outlet. If you are unsure of your system, please contact (786) 331-4262 for assistance, which will direct your inquiry to the appropriate individual.
    - d. Boxes, papers and unrelated items should be removed from the telephone closet to avoid flying debris, fire or other unsafe conditions.
    - e. Phone closet doors should be closed and braced with a desk or other large item to prevent the door from opening.
    - f. Immediately after the storm passes, ITD/MDFR telephone technicians will be visiting all County sites to inspect the conditions of the systems. Inspection will start with those areas where the most damage has occurred. If you have staff returning to their work place and it has not been inspected, please contact (786) 331-4262, and a technician will be dispatched as soon as possible.
    - g. Post hurricane, cellular telephones will be made available to those agencies in need. Arrangements have been made with local carriers to provide the County with spare portable phones to aid in the County's recovery process.
  2. Computer Equipment Protection

- a. Backup your computer system. Your backup tapes or diskettes should be stored in a safe place. It is recommended that backups be stored at an alternate location.
- b. Unplug all equipment except at DPCC. It is recommended that computer terminals and personal computers be covered with plastic and removed from window locations and stored in your Department's designated "hurricane-safe" area.
- c. Don't forget your important software manuals. These and the software diskettes should be removed from your desk and stored in the "safe" area.
- d. As an important post-hurricane note, DO NOT POWER-UP equipment that may have been water damaged. Please contact (305) 596-HELP and a Depot technician will be routed who will determine if the equipment can be salvaged.

#### **IV. IMMEDIATE IMPACT**

##### **A. Prior to "NO RESPONSE" order:**

- 1. A designated position will group calls by priority and time received within geographic location.
- 2. The Dispatcher will dispatch calls by priority and provide all known information about the call to the Field Officer responding.
- 3. Field units will handle calls in the order dispatched unless circumstances dictate otherwise.
- 4. Field Officers will advise the Dispatcher to substitute another unit on the original call when a call of higher or equal priority is found en-route to the original call.
- 5. Field Officers will advise the Dispatcher when they have cleared a call in progress.
- 6. Field Officers will advise the Dispatcher of calls encountered en-route.
- 7. A designated position will enter calls received from Field Officers.
- 8. Field Officers will document unreported calls using a short form for assignment of alarm numbers. They will complete reports later.

##### **B. Discontinuation of Response (NO RESPONSE)**

The Fire Chief or his designee shall determine, in consultation with Fire Command and the Operations Section Chief, when the Department will cease responding to calls due to the severity of the storm. Upon notification by Fire Command, an all points announcement will be made by Fire Alarm. Prior to this announcement, any Battalion Chief or unit officer who feels that situations encountered are sufficiently dangerous to personnel at his/her location, may choose to cease operations and return to quarters but must advise the Communications Division. Battalion Chiefs or unit officers who feel the need to continue operations past the announcement from Fire Alarm must justify this decision through the Communications Division and receive permission to continue their current task.

1. The following guidelines may be used to determine when apparatus should be placed in a non-response mode during storm conditions:
  - a. All crash fire rescue units will be placed out of service when the Airport Director or his designee rules the airport to be unsafe due to wind or storm conditions.
  - b. Rescue unit operations will be terminated when sustained winds of 50 mph exist or environmental factors dictate unsafe conditions (localized flooding, downed wires, etc.).
  - c. Suppression unit operations will be terminated when sustained winds of greater than 60 mph exist or local conditions dictate unsafe conditions (localized flooding, downed wires, etc.).
  - d. Helicopter operations will be terminated when wind conditions are sustained in excess of 45 knots. Helicopter operations will not resume until the storm has completely moved through the area and the winds have subsided below 45 knots.

**C. Hurricane Eye Operations**

Operations during the eye of the hurricane should concern themselves primarily with re-securing the fire station, if necessary, and assisting citizens who come to the fire station when it would be a danger to release them. All such activities during the hurricane eye shall be undertaken only if such operations can be completed in a safe manner. Personnel shall remain the primary consideration during these operations. In all cases, Hurricane Eye Operations should be coordinated through the Communications Division or Battalion headquarters.

Requests for assistance received by the Communications Division, which occur during unsafe conditions and when emergency units are not able to respond, will be prioritized and remain on a waiting list at the Communications Division for post-hurricane assignment.

**V. SUSTAINED EMERGENCY**

**A. Station Roll Call and Damage Assessment**

1. In order to assess the severity of the hurricane, the Fire Alarm Office will conduct a damage assessment roll call as soon as possible after the storm or as directed by the Fire Chief.
2. The Administrative Supervisor will be responsible for the damage assessment report.
  - a. Coordinate a damage assessment roll call immediately following the hurricane, but prior to responding to alarms, to determine the operational capability of each fire station. Our immediate concern is:
    - (1) personnel safety
    - (2) equipment operability
    - (3) station condition
    - (4) neighborhood assessment

(5) neighborhood accessibility.

- b. This may be done by radio or telephone.
- c. If by radio, follow the same procedure as the daily morning recall and apparatus check.
- d. Maintain a damage assessment log and forward to Command as soon as roll call is completed.

**3. Disaster Action Request Transmission (DART form)**

- a. This form is used to request either supplies or personnel.
- b. Specific instructions on how to complete the form and its routing is found on the back of the form.
- c. The Communications Division shall route these forms through the Logistical Services Division Chief.

**B. Response Operations**

**1. Resuming Operations (RESUME RESPONSE)**

The Fire Chief or his designee shall make a determination, in consultation with Fire Command and the Operations Section Chief, when the Department can resume response operations. This decision will be announced by Fire Alarm as a RESUME RESPONSE order. Battalion and unit officers who believe it is safe to resume operations prior to this announcement shall contact Fire Alarm and state the conditions at their location and their need to begin operations. If unable to contact the Communications Division the decision to approve such operations will rest with the Battalion Chief. If unable to contact the Battalion Chief, the decision will be the responsibility of the station OIC. Activities shall be undertaken only if such operations can be completed in a safe manner.

**2. Communications**

- a. Under emergency conditions during a disaster, all radio communications must provide only essential information.

**b. Clear Text Communications**

Upon the resumption of response operations following a hurricane, all units will communicate in clear text (plain English). This is to eliminate all code signals, which may not be understood by other jurisdictions. This step is taken in anticipation of mutual aid departments coming to the assistance of Miami-Dade. All incoming mutual aid units will also be requested when to revert to normal code communications.

**3. Emergency Response**

- a. Dispatch through Communications

The Communications Division unless otherwise indicated, will dispatch the primary response method. Units responding to requests from Communications must advise the office of any problems encountered during dispatch, or any changes of assignment necessitated by personal observations.

**b. Dispatch via Area Command**

Dispatch of units may be controlled at an Area Command Post. This regional dispatch may be relayed from the Communications Division/Fire Alarm, may be based upon information at the Area Command, or may be a combination of both.

**c. Self Dispatch Based Upon Assessment**

It may be necessary for units to dispatch themselves due to lack of communications with other stations or Fire Alarm. This should be done based upon the OIC's assessment of the situation at the time. Consideration must be given to performing additional assessment objectives similar to triage during multi-casualty incidents. With the exception of providing life-saving assistance, a search will be conducted as soon as possible of pre-determined priority areas (i.e., shelters, hospitals, mobile home parks).

**d. Ongoing territory assessment**

During all emergency response operations, continued territory assessment is vital. Continuous use of the neighborhood damage portion of the "Snapshot Assessment Form" in different areas of your territory can be crucial to appropriate resources being dispatched. This information must be transferred to the Communications Division/Fire Alarm or Fire Department Command locations as quickly as possible.

**C. Frequencies Assignment (See Addendum D)**

1. The Communications Division will reassign radio frequencies when necessary to limit the number of transmissions on a given frequency at any given time.
2. Administrative radio traffic that does not contain information vital to a working call will be assigned to a dedicated frequency.

**D. Return to Duty and Staffing**

**1. Post Hurricane**

- a. Supervisors will assess the availability of personnel to determine the required mutual aid requirements.
- b. Alpha-Bravo shift times will be adjusted by the Communications Division to facilitate standard schedules.
- c. Supervisors will release personnel who received the most severe damage first.
- d. All personnel affected by the storm who are unable to report back to work will report their status at least once daily to their

supervisor or the closest fire station. This will enable the Department to be aware of the individual's safety and welfare and make the employee aware of all available resources (e.g., gas, ice, water, etc.).

**2. Mutual Aid**

The Communications Division will request mutual aid dispatchers through Fire Command.

**E. Mutual Aid Dispatchers**

**1. The Fire Communications Officer will be responsible for establishing the need for mutual aid dispatchers.**

**a.** Determine how many mutual aid dispatchers are required based on an employee needs assessment. Include MDPD as a courtesy.

**b.** Request mutual aid dispatchers through APCO's statewide Disaster Mutual Aid Plan.

**c.** Request mutual aid agencies to provide:

**(1)** A supervisor with each group of dispatchers in order to maintain a cohesive self-contained work force.

**d.** Determine in advance the number of dispatchers being provided, their names and the anticipated duration of their stay.

**e.** Brief dispatchers on their responsibilities upon arrival.

**f.** Determine dispatcher skill level and specialties.

**g.** Maintain a Mutual Aid Dispatch Log. Record arrival dates and times, names, position and location to which assigned.

**h.** Accommodations:

**(1)** Attempt to arrange accommodations for dispatchers with our dispatchers.

**(2)** For those remaining, secure a quiet location in the administrative offices upstairs to bed down.

**F. Log Entries and Equipment/Information Tracking**

**1.** Captains or Supervisors who become aware of equipment failures or repairs will make an appropriate log entry stating the nature of the problem or repair.

**2.** Captains or supervisors who distribute equipment will make appropriate log entries stating the equipment checked out and the name and department of the individual to who the equipment was assigned.

**3.** When receiving equipment, appropriate log entries will be made.



4. The Supervisor or Captain making the entry will initial beside each log entry.
5. Supplemental Staff Positions
  - a. The Documentation Officer will:
    - (1) Maintain a running record of significant events.
    - (2) Prepare and maintain Hurricane Console Books.
    - (3) Updated status reports to the Department Documentation Officer.
    - (4) Update status boards
    - (5) Prepare and fax critical information
    - (6) Provide e-mail services in the form of reports, requests and advisories.
  - b. A Public Information Officer representative will handle the news media.
  - c. EMS personnel will assist Supervisors and Captains in screening and prioritizing medical calls.
  - d. CISM will help recognize and evaluate any employee with any personal concerns associated with the disaster.
  - e. Haz-Mat personnel will assist the technical information of all Haz-Mat related situations.
  - f. EMD QA personnel will assist in the prioritizing of medical calls as they are received, give pre-arrival and post-dispatch instructions, and assist in dispatch if needed.

## **VI. POST EMERGENCY**

- A. Fire Communications
  1. Request replacement of damaged equipment
  2. Compile all documents
  3. Conduct PIA within the Division
  4. Document activities, actions taken and recommendations. Prepare a final report to be forwarded to the appropriate Deputy Fire Chief.

# **SHELTER ANNEX**

## **I. NORMAL PREPAREDNESS**

### **A. Definitions:**

#### **1. Emergency Evacuation Center:**

Any public building designated as a temporary shelter during a period in which any area of Miami-Dade County must be evacuated. This evacuation may be the result of both natural or man-made disasters, or periods of civil unrest or upheaval.

#### **2. Special Needs Evacuation Center (SNEC):**

Temporary shelter staffed and equipped to meet the needs of those persons who require special assistance during times of evacuation. The criteria for admitting people into a SNEC are those that need minimal assistance with activities of daily living or a medical condition. Evacuees that are bed-bound, have electricity or oxygen needs, or have a condition that requires a higher level of care will not be allowed into the SNECs and will be redirected to a Medical Management Facility through coordination with the Emergency Operations Center.

#### **3. SNEC supplies (Addendum A):**

Emergency supply kits for the SNECs will be stored at the supply warehouse. Supply and Inventory personnel will inventory and re-supply these kits prior to hurricane season and after each activation of the SNECs in which the supplies have been used.

## **II. INCREASED READINESS**

### **A. Preseason**

1. During the month of May, the Shelter Annex will be reviewed by the Office of Emergency Management (OEM) and Battalion Chiefs, prompted by a memo from the OEM.
2. A list of hurricane evacuation centers will be provided to Medical Branch by the OEM.

### **B. Procedure**

Perishable supplies, such as I.V. solutions and penlights, will be added to the SNEC kits by the Supply and Inventory Bureau before distribution.

## **III. PRE-IMPACT**

### **A. Administrative**

The Office of Emergency Management will notify the Fire Department Incident Commander when the general population and Special Needs Evacuation Centers have been activated. SNECs will be staffed and equipped as fire department personnel become available and until otherwise ordered by the Fire Department Incident Commander.

**B. Procedure**

1. When notified that the SNECs will be activated, the Supply and Inventory Bureau will ensure the distribution of the shelter kits.
2. Battalion Chiefs will assign paramedics or EMT's from the callback and/or on-duty roster to the SNECs.
3. Battalion Chiefs are responsible for relief and accountability of personnel assigned to SNECs in their district.
4. Communications will provide a radio to each SNEC prior to impact. If normal communication is compromised, contact will be maintained by using the radios in the simplex mode to the nearest station and relayed elsewhere if necessary. Amateur radio operators will also be available at each shelter to assist in maintaining communications. (EOC coordinates)
5. Fire Rescue units will be used to transport ONLY those stretcher bound people with special needs that are registered under the Miami-Dade County Emergency Evacuation Assistance Program. These procedures are outlined in Emergency Support Function 8 under the Human Services Functional Group Emergency Operations Center plan.
6. Area Command Medical Officers will verify fire personnel and kits are in place at the SNECs through phone or radio contact and report to Medical Branch.

**IV. IMMEDIATE IMPACT**

- A. SNEC personnel will maintain radio contact with the closest station or battalion for updated information and to secure needed equipment and supplies.
- B. Paramedics will treat patients according to Miami Dade Fire Rescue Protocols to the extent that equipment and communications permit.

**V. SUSTAINED EMERGENCY**

- A. Florida EMS Reports will be completed on all patient contacts and kept at the SNEC until collected by MDRF personnel or the SNEC is closed. If the order is given to close the SNEC all reports will be delivered to the closest Battalion station for review by the station rescue or ALS suppression captain. Station Log entry documenting the delivery of the reports will be made.
- B. Area Command Medical Officers will conduct an assessment of general population and Special Needs Evacuation Centers through phone contact, radio, or runner, and advise the Medical Branch of their status.
- C. The Medical Branch will periodically assess the existing condition of the centers and make recommendations to the Operations Section Chief for reducing or discontinuing the staffing at the SNECs.

## **VI. POST EMERGENCY**

- A.** Supply and Inventory Bureau will coordinate the return of the emergency supply kits with the SNEC personnel and/or the Emergency Operation Center.
  - 1.** SNEC staff will gather and pack all supplies back into their containers prior to them being picked up by The Supply and Inventory Bureau.
  - 2.** The Supply and Inventory Bureau will confirm inventory list and replace all depleted supplies to conform to numerical requirements reflected on the inventory.
  - 3.** All perishable items will be removed from the kits by the Supply and Inventory Bureau at the end of the Hurricane season.
- B.** In the event of long-term SNEC use, restocking will be coordinated by the appropriate Medical Officer. Personnel who relieve those currently on duty at the SNEC will contact the SNEC before leaving their station to determine what supplies are needed. Relief personnel will bring needed supplies with them to the SNEC, being careful not to deplete the station's inventory.

# EMPLOYEE WELFARE ANNEX

## COMMUNITY AFFAIRS BUREAU

### I. INTRODUCTIONS

#### A. General

The Employee Welfare Section is located in the Community Affairs Office at MDRF Headquarters upon activation and is activated during the Pre-Impact Stage. The Employee Welfare Section is responsible for the general accountability of MDRF employees during normal preparedness, increased incident readiness, pre-impact, immediate impact, sustained emergency, and post-emergency stages.

The Employee Welfare Section will work in close association with IAFF, Local 1403, to secure a hurricane shelter for MDRF employees and members of their immediate family.

#### B. Definitions

##### **Employee Assistance Coordinator:**

Responsible for overseeing all of the activities related to the welfare and accountability of departmental employees and their families, as appropriate and applicable, either directly, or through the delegation of authority and/or assignments.

##### **Employee Accountability Unit:**

Assigned to receive all relevant employee accountability-related forms, and information via telephone or facsimile. Report to the Employee Assistance Coordinator, and will report any information on missing employees and their family members to the Incident Commander when requested. The Employee Accountability Unit consist of four sectors:

##### **Employee Accountability Sector:**

Is responsible to obtain and maintain an up-to-date locator and personal information roster; staff the Hurricane Personnel Accountability Hot Line (786-331-5024).

##### **Assistance Sector:**

Is responsible to assist in securing temporary housing for eligible employees and their families; assist eligible employees in securing food, water, and other basic-need commodities; assist with the coordination of securing time off for employees to secure and rebuild their homes; facilitate access to assistance programs.

##### **Recon Sector:**

Is responsible to work in association with the Incident Commander to assist with the coordination of search and rescue efforts for unaccounted MDRF personnel and family members.

##### **Support Sector:**

Is responsible, in cooperation with IAFF, Local 1403, to work toward maintaining an employee assistance resource data bank. Areas of concern will include but are not limited to:

- Food resources
- Storage facilities
- Construction material

- Vehicle rental
- Temporary housing

## **II. NORMAL PREPAREDNESS**

### **A. Employee Assistance Coordinator**

1. Obtain and maintain an up-to-date locator and personal information roster.
2. On an annual basis, review and update department's personal pre-disaster check list.
3. Identify personnel to perform personnel accountability unit responsibilities; i.e., work in association with the incident commander to assist with the coordination of search and rescue efforts of unaccounted MDRF personnel and family members.
4. On an annual basis (May of each year) identify the location of the Employee Shelter, its availability, and update any relevant information.

## **III. PRE-IMPACT**

- A. Activate the Employee Welfare Section.
- B. Contact Employee Shelter representative/coordinator regarding the County's and the department's state of readiness.
- C. Activate Employee Accountability unit.
- D. Obtain an on-duty personnel roster.

## **IV. IMMEDIATE IMPACT**

- A. Maintain contact with shelter coordinators.

## **V. SUSTAINED EMERGENCY**

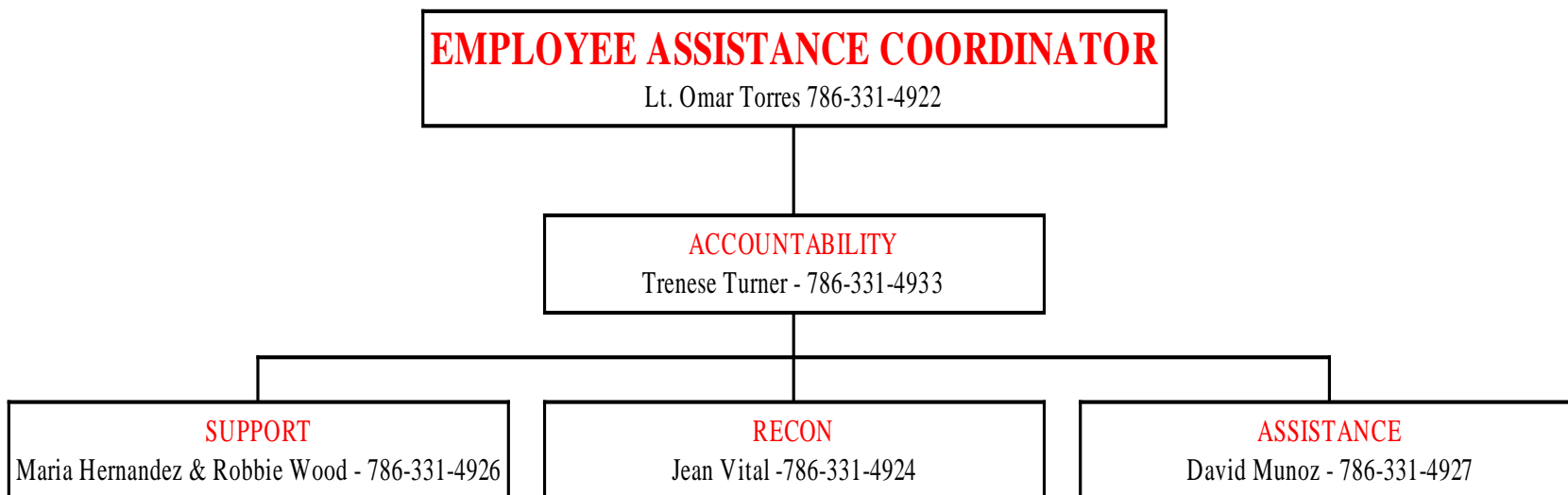
- A. Maintain contact with Employee Accountability Liaisons and the Incident Commander.

## **VI. POST EMERGENCY**

- A. Assist in securing temporary housing for eligible employees and their families.
- B. Assist eligible employees in securing food, water and other basic need commodities.
- C. Assist with the coordination of securing time off for employees to secure and rebuild their homes.
- D. Provide counseling and facilitate access to assistance programs, such as: Credit Unions, Deferred Compensation Liaisons, Critical Incident Stress Debriefing (CISD) assistance, processing insurance claims, etc.



**MIAMI-DADE FIRE RESCUE DEPARTMENT  
COMMUNITY AFFAIRS BUREAU  
EMPLOYEE WELFARE ANNEX**



# **MIAMI-DADE FIRE RESCUE**

## **HURRICANE POLICY AND PROCEDURE**

### **LOGISTICS ANNEX**

The Logistics Annex is the portion of the general hurricane plan that is specific to the Logistical Services Division and Facilities & Construction Division, and defines the parameters for response to a hurricane strike.

#### **I. NORMAL PREPAREDNESS**

##### **A. Inventory and Supply Bureau Manager will:**

- 1.** Coordinate with Operations, EMS and Administration representatives to identify specific types and quantities of equipment and supplies not covered in this section.
- 2.** Identify sources and procure the following supplies:
  - a.** Additional office stationery and supplies
  - b.** Additional cleaning supplies (e.g., bleach)
  - c.** Additional sanitary supplies (e.g., toilet paper)
  - d.** Dade County Street maps
  - e.** Empty water containers
  - f.** Gas cans, 2 1/2 and 5 gallon
  - g.** Forms
    - (1)** DART (Addendum A)
    - (2)** PROPERTY RECEIPT (Addendum B)
  - h.** Fluorescent spray paint-International orange (pavement marking paint)
  - i.** Chainsaw kit components - (Addendum C)
  - j.** EMS supplies and equipment
  - k.** Additional bedding
  - l.** Uniforms
  - m.** Materials handling supplies
  - n.** Batteries
  - o.** Additional oxygen bottles



3. Identify, assess, repair and assemble equipment such as:
    - a. Chain saws
    - b. Portable generators
    - c. Vehicles
    - d. Material handling equipment
  4. Identify, group and palletize:
    - a. Emergency supplies (station)
    - b. Office supplies
    - c. EMS kits - ALS Kits for placing 9 rescues into service
    - d. Equipment inventory to fully equip (3) pumpers or telesquirts
    - e. Chain saws kits
    - f. All other necessary supplies and equipment
    - g. OPS C/P Kit 3-each
  5. Brief staff on:
    - a. Work schedule
    - b. Task, duties and responsibilities
    - c. General hurricane/emergency policy and procedures
- B. Research and Development Bureau O.I.C. will:**
1. Maintain specialized equipment on the Scene Support vehicle.
  2. Assist Inventory and Supply Bureau with maintaining the readiness of the chainsaw kits.
- C. Mobile Equipment Bureau O.I.C. will:**
1. Maintain readiness and a weekly accountability of all department spare vehicles, radios, beepers, cellular phones and other equipment.
  2. Contact Fleet Management as to availability of:
    - a. Medium duty trucks with utility bodies and rear lift gates
    - b. 15 – passenger vans
  3. Verify vendor through Procurement, availability for truck and passenger van rentals, etc., as per pre-submitted DART forms, if not available through GSA Fleet Management.

4. Review/Update equipment and MEB supply inventories
  - a. Additional office stationery and supplies
  - b. Dade County Street maps
  - c. Tarps
  - d. Batteries (AA, AAA, C, D & 9 volt)
  - e. Gas Cans - 1 1/2 and 5 gallon
  - f. Forms
    - (1) DART (Addendum A)
    - (2) Property Receipt (Addendum B)
    - (3) Status Change Card (ICS Form 210)
    - (4) Check-in List (ICS Form 211)
    - (5) General Message (ICS Form 213)
    - (6) Unit Log (ICS Form 213)
    - (7) Operational Planning Work Sheet (ICS Form 215)
    - (8) Support Vehicle Inventory (ICS Form 218)
    - (9) Demobilization Checkout (ICS Form 221)
    - (10) Field Operations Guide (ICS 420-1)
    - (11) Support Vehicle Inventory (ICS Form 218)
    - (12) T-Cards (ICS Forms 219-1 through 219-9)
    - (13) T-Card Holders (for long forms)
5. Update Emergency Contact Numbers.
6. Based on availability, arrange safe building locations for spare fleet not assigned to fire stations.

**D. Food Unit**

The food unit will be established upon a Level 2 activation of the Emergency Operations Center, to initially provide cost-effective meals for staff areas, as well as at other large-scale incidents throughout the year. Initial efforts will be aimed primarily at catering meals, with Food Unit responsible for supplemental items (i.e., drinks, snacks, etc.) and distribution to remote sites when required. However, where advanced notice requirements of the vendors cannot be met, Food Unit will be responsible for preparation of meals.

1. Appoint Service Branch/Food Unit leaders Prior to May 1 each year

- 2.** Leaders to identify and determine staffing requirements
- 3.** Review Vendor Lists (suppliers and catering)
  - a.** Primary Vendors: Check currency in ADPICS of at least two vendors capable of providing service through the Immediate Impact phase. Rank according to maximum capability and flexibility. Identify anticipated time to vendor response and any required lead-time notifications.
  - b.** Secondary Vendors: Identify at least three additional vendors capable of providing service during a sustained emergency. Attempts should be made to also acquire contacts from vendors or other government agencies located outside of the county. Rank according to maximum capability and flexibility. Identify anticipated time to vendor response and any required lead-time notifications.
  - c.** Review water and other equipment needs with Supply Bureau
  - d.** Review/Update vendors & contracts with the Procurement Officer
  - e.** Review & Update Service Area Information
    - (1)** Headquarters - Approximately 180 - 400 persons (includes OEM staff)
    - (2)** Fire Alarm - Approximately 75 persons
    - (3)** Supply Bureau - Approximately 15 - 30 persons
    - (4)** Kendall Shop - Approximately 20 persons
    - (5)** Station 13 - 15 – 45 persons
    - (6)** Area Commands (Ice, Drinks, Snacks only)
    - (7)** During Sustained Emergency, other service areas may be required:
      - (a)** Operations (impacted areas)
      - (b)** Relief Centers
      - (c)** Mutual Aid Staging Areas
  - f.** Inspect & Review kitchen inventory and equipment for serviceability. Make arrangements for repairs, if necessary.
  - g.** Inspect Facilities to be used. Make appropriate requests to use these areas, and request required repairs through Facilities Management.
    - (1)** Station 13 Kitchen

- (2) Old Emergency Management Facility Kitchen (dispatchers)
- (3) Fire Alarm Kitchen Area
- (4) Supply Bureau Kitchen
- (5) Kendall Shop Kitchen

**h. Review ICS Service Branch Kit**

- (1) Unit ICS guide sheets
- (2) Forms & supplies
- (3) Public Health Guidelines and copies of certifications
- (4) Review & Update Pre-completed DARTS

- 4. Based on available supplies from vendors or caterer's capabilities, prepare menus that are nutritionally appropriate for balanced meals and anticipated caloric needs. Assess needs for special diets (i.e., vegetarian).
- 5. Pre-complete DART forms and advise Logistics or appropriate area to pre-arrange needs.
- 6. Coordinate anticipated needs with other agencies (Benevolent, Salvation Army, Local 1403, etc.).
- 7. Advise each remote area to identify one person to function as an assistant food unit leader for that area. Provide them with necessary information regarding food-handling precautions.
- 8. Establish accounting procedures to rack expenditures for other index codes (i.e., Office of Emergency Management).

**E. Facilities and Construction Management**

- 1. Facilities Unit is responsible for the overall operations of the Facilities and Construction Division.
- 2. Out Post Unit is responsible for the ongoing field operations. This unit will receive all orders and/or request for service from the Facilities Unit.
- 3. Leadworker: Responsible for any service request or order issued by the Out Post Unit. They will be divided into a North and South Sector as designated by the T.O. or the Out Post Unit and will be responsible and work along with the team assigned to them.
- 4. Procurement Unit: Responsible for all procurement requested by the Facilities and Construction Division and if authorized by the Facilities Unit for any other division requesting assistance with procurement. This will include all requests for materials, heavy equipment and County vendors. This person will be located at either headquarters or at the Kendall shop. This unit will receive requests only from either the Facilities unit or the Out Post unit.

5. Logistical Support Unit: Responsible for receiving requests and assisting with the coordination and documentation of the work on hand. All requests to the Facilities and Construction Division must be made through Logistical Support Unit.

**F. Computer Services Bureau will:**

1. Backup Servers:

The backup of the servers is the responsibility of the Operating Systems Programmer. If the Operating Systems Programmer is not available, this task shall become the responsibility of the Computer Systems Manager.

2. Train personnel to backup their important documents – Computer Systems Bureau Trainers will notify Fire Department personnel of an impending emergency and request that they backup their important documents. Documents should be backed up to:

- a. ZIP drives
- b. Tape Backup Systems
- c. Diskettes
- d. Server Shared Areas
- e. Jazz Drives

**II. INCREASED READINESS**

**A. Inventory and Supply Bureau Manager will:**

1. Preseason

- a. Ascertain Command Center locations
- b. Palletize perishable items
- c. Make preliminary staff assignments - Alpha/Bravo

2. Threat/Watch

When a Hurricane Watch is announced by the National Hurricane Center or when the Fire Chief initiates these procedures in anticipation of a Watch, all Bureau personnel will go on stand-by status and take immediate steps to secure their family and property. Bureau personnel are to contact the Bureau Manager for their specific assignments and may be directed to work overtime (if required).

- a. Load trucks and trailers with palletized supplies and equipment
- b. Deliver assembled kits
- c. Fill all oxygen bottles
- d. Outfit up to 9 Rescue Units

- e. Outfit up to 3 Pumpers
  - f. Contact Seaport and Aviation Department to discuss availability warehouse space
- B. Research and Development Bureau O.I.C. will:
  - 1. Preseason
    - a. Identify additional equipment and supplies for the Scene Support vehicle during the hurricane season.
    - b. Assist the Inventory and Supply Bureau Manager in evaluating the condition and quantity of hurricane-use equipment (e.g., chainsaws, etc.).
  - 2. Threat/Watch
    - a. Start Alpha/Bravo earlier. Direct Bureau personnel to report to Headquarters and on a rotational schedule they are to secure their personal property and families and return to headquarters.
    - b. Assist Mobile Equipment with movement of vehicles.
    - c. Conduct final operational tests on Scene Support equipment (chain saws, pumps, generators, jaws, etc.).
- C. Mobile Equipment Bureau O.I.C. (Support Branch Director) will:
  - 1. Preseason
    - a. Mobile Equipment Bureau O.I.C. will confirm availability with GSA Fleet Management, as per pre submitted DARTS; medium duty trucks with utility bodies/rear lift gates and 15 passenger vans.
    - b. Verify availability for medium duty truck and 15 passenger van rentals, as per pre-submitted DARTS, if not available through GSA Fleet Management.
    - c. Update Hurricane Plan
    - d. Request from all Divisions a list of all uniformed and civilian employees, who do not have hurricane assignments. These pre-designated personnel are to be instructed during Hurricane plan review, to bring their fully fueled vehicles and portable radios to Logistical Services Division, at headquarters, immediately after a Hurricane Watch is announced. After return of vehicle and portable radio, these pre-designated personnel will be assigned to the Manpower Branch.
    - e. Maintain fuel tanks minimum 3/4 full on all spare vehicles
    - f. Update list of personnel in the Division indicating home address and phone numbers.

**2. Threat/Watch: MEB OIC becomes Support Branch Director**

After consulting with the Logistics Section Chief the Support Branch Director will mobilize all Mobile Equipment Bureau/Ground Support personnel to facilitate hurricane preparation based on the time required to prepare and move the entire fleet.

- a.** At the announcement of a Hurricane Watch, all personnel are to secure personal property and contact their Bureau OIC as to when and where to report.
- b.** All personnel to start personal log and Unit Log entries.
- c.** Mobilize the Mobile Equipment Bureau/Ground Support Unit to full staffing levels including all Support Lieutenants, Support Office Administrator, Transportation Officers and other personnel pre-assigned to the Ground Support Unit.
- d.** Direct light duty personnel currently assigned to the Support Office to report to Station 13.
- e.** When appropriate, relieve on duty personnel to secure personal property and family.
- f.** The Support Branch Director, when activated, is under the direction of the Logistics Section Chief, and is responsible for development and implementation of logistics plans in support of the Incident Action Plan. The Support Branch Director supervises the operations of Supply, Facilities and Ground Support Units.
- g.** Obtain briefing from Logistics Section Chief.
- h.** Obtain work materials from logistics kit.
- i.** Contact Finance/Administration to request \$10,000 cash to be available
- j.** Identify support branch personnel.
- k.** Determine initial support operations in coordination with Logistics Section Chief and Service Branch Director.
- l.** Prepare initial organization and assignments for support operations.
- m.** Assemble and brief support branch personnel.
- n.** Determine if assigned branch resources are sufficient.
- o.** Monitor the work progress of assigned units and inform Section Chief of their activities.
- p.** Resolve problems associated with requests from operations section.
- q.** Maintain Unit Log (ICS Form 214).

**3. Pre-designated duties/responsibilities during Threat/Watch**

- a.** If appropriate, on-duty Support Lieutenant orders fuel for all station, vehicle and generator fueling tanks.
- b.** At the discretion of Support Branch Director, make contact with G.S.A Fleet and request prearranged medium duty trucks and vans from GSA. **Note:** If unavailable from GSA Fleet Management, give pre-submitted DART's to Procurement via Chain of Command for rental of the same.
- c.** Confirm that all pre-designated uniformed and civilian employees, who do not have hurricane assignments, are to bring their fully fueled vehicles and portable radios to Logistical Services Division at headquarters, immediately after Hurricane Watch is announced. These personnel will be assigned to the Manpower Branch for Hurricane readiness.
- d.** Assign and deliver three (3) suburbans to Supply for the Operation Command posts (North - Central - South). If suburbans are not available, provide alternate transportation.
- e.** Assign five (5) handheld radios (total 15) to the three (3) Command Posts (North - Central - South). Each group of five (5) handheld radios (with Notice of Responsibility forms) will be sent with each of the three (3) Suburbans to Supply for final stocking and delivery to Command Posts. If Suburbans are not available, provide alternate transportation.
- f.** Personnel hired on OT for the EOC, for the emergency evacuation of stretcher bound citizens with special needs, will deliver up to nine (9) spare rescue vehicles to Supply and assist with the stocking of ALS supplies and equipment.
- g.** Assign up to three (3) Suburbans to Tac Com. If Suburbans are not available, provide alternate transportation.
- h.** Confirm the availability of prearranged safe building locations for fleet not assigned to fire stations
- i.** If appropriate and at the discretion of Support Branch Director, submit pre-made DART form's for the following personnel:
  - (1)** Twenty one (21) personnel, with below listed qualifications, from Manpower Branch:
    - (a)** Eight (8) firefighters (Class D license) to load three (3) pumpers and assist with light fleet deployment/MEB readiness.
    - (b)** Eight (8) firefighters (Class D license) or civilians (CDL license) to pick up rental trucks and assist with light fleet deployment and other tasks.
    - (c)** Five (5) pre-identified certified drivers (aerial/platform/squirt/pumper/forklift) to deploy the heavy/light fleet as directed by Command.



**D. The Food Unit will:**

**1. Preseason**

- a.** Identify additional equipment and supplies for Food Unit during the hurricane season.
- b.** Check inventory of supplies; reorder as appropriate.
- c.** Perform monthly inspections of kitchen and equipment status, effect repairs as required.
- d.** Arrange for routine kitchen cleaning.
- e.** Stockpile ice for walk-in Freezer.
- f.** Request dedicated manpower from Operations and other areas as required. Conduct periodic training with personnel.

**2. Threat/Watch: (when to activate this phase of the plan is based on direct path calculations by Emergency Operations Center to initiate activation at Level 2):**

- a.** Direct half of personnel to secure their personal property and families and contact their supervisor as to when to report. Remaining personnel will initiate Food Unit operations to support Emergency Operations Center Level 2 Activation.
- b.** Initiate unit logs and use appropriate forms to tract personnel times and other required information.
- c.** Attend briefings as required then brief unit personnel.
- d.** Review Hurricane Plan.
- e.** Review Logistics Annex.
- f.** Review Food Unit plans, checklists, and pre-completed DART forms. Submit appropriate DARTS for action.
- g.** Meet with Logistics Section Chief and Emergency Operations Center Liaison to determine schedules appropriate for the incident.
- h.** Ensure water and equipment are in route form Supply Bureau.
- i.** Request and secure adequate cash advance
- j.** Determine need for canteen van and relocate to appropriate position, or have it moved to a secure location (coordinate with Benevolent and Support Branch)
- k.** Move Walk-in refrigeration trailer to kitchen loading dock
- l.** Contact vendors.
  - (1)** Review contract provision with vendors.

- (2)** Review current capabilities of vendors.
- (3)** Keep vendor(s) informed of status and probable course of action.
- m.** Review options. Update Logistics Section Chief.
- n.** Prepare menus and grocery lists.
- o.** Request a cargo van and a cargo truck from Logistics for transportation of food.
- p.** Request 3 cellular phones for Food Unit Leader and assistants at remote camps.
- q.** Request 8 radios on duplex frequencies for use by Food Unit personnel.
- r.** Prepare to establish potable water handwash/dishwash stations for the immediate impact/sustained emergency phases.
- s.** Confirm projections to activate Fire Department Hurricane Plan, determine feeding requirements at Headquarters and other remote camps as necessary. Contact vendors. Provide situation update. Place orders as required for provisions through 24 hours into the Sustained Operations/Recovery phase (24 hours past the projected time that Tropical Storm Forced Winds have subsided).

**E. Facilities and Construction Division Manager will:**

**1. Preseason**

- a.** Assist other Divisions in preparing all facilities for the Hurricane Season.
- b.** Facilities Management Bureau O.I.C. will be responsible for insuring that a preseason checklist (Addendum D) is implemented for the following facilities in May of each year:
  - (1)** Station 13
  - (2)** Headquarters
  - (3)** Station 41
  - (4)** Supply Warehouse
  - (5)** Kendall Shop
- c.** Ensure the availability of portable stand-by-emergency generators in the event they are needed at any facility.
- d.** Contact vendors and key departments to discuss the availability of front-end loaders and operators.
- e.** Obtain contact person for garbage truck for the Headquarters Building.

## **2. Threat/Watch**

- a.** All Divisional personnel will go on stand-by at Hurricane Watch, see that their families and properties are secured and contact their supervisor. The Facilities Management Bureau O.I.C. will issue specific assignment, and divisional personnel may be directed to work overtime (if required).
- b.** Direct the Facilities Management Bureau O.I.C. to implement the Increased Readiness (Threat/Watch) checklist (Addendum E) for the following facilities:
  - (1)** Headquarters Building
  - (2)** Station 13
  - (3)** Station 41
  - (4)** Supply Warehouse
  - (5)** Kendall Shop
  - (6)** Obtain compactor garbage truck

- F.** Computer Systems Bureau Manager is responsible for assuring that backups be moved offsite (ITD) to provide for disaster recovery alternatives.

## **III. PRE-IMPACT**

### **A.** Inventory and Supply Bureau Manager will:

- 1.** Direct all personnel to report to the Supply Bureau warehouse.
- 2.** Advise staff of the procedures of reporting to work after the storm.
- 3.** Review all tasks, duties and responsibilities.
- 4.** Secure premises.
- 5.** Secure additional warehouse space where available.

### **B.** Research and Development Bureau O.I.C. will:

- 1.** Upon completion of Threat/Watch responsibilities will report to the Logistics Section Chief who will determine if R & D personnel will remain at Headquarters or be relieved from duty.

### **C.** Mobile Equipment Bureau O.I.C. will:

- 1.** Review task completion/manpower need status and make changes as appropriate
- 2.** Attend Logistics Section Chief planning meeting
- 3.** Update Branches/Units as appropriate

4. Upon start of Operational period, finalize time frames of Alpha/Bravo shifts and review/relieve personnel as needed. Keeping only essential staff on duty during impact.
  5. Develop time frame for completion of assignments/tasks and advise personnel when all outside work will stop and seek shelter.
- D.** The Food Unit will:
1. Attend Briefings as required, then brief unit personnel.
  2. Secure all outdoor equipment.
  3. Split personnel providing service to Facilities Management (Kendall Shop), Station 13, Fire Alarm, and Supply.
  4. Move all meal services indoors.
- E.** Facilities and Construction Division Manager will:
1. Direct personnel to report to Kendall Shop.
  2. Be responsible for implementing Pre-impact (Warning) Checklists (Addendum F) for the following facilities:
    - a. Assign Headquarters Facility Manager
    - b. Station 41
    - c. Supply Warehouse
    - d. Kendall Shop
  3. Review further personnel assignments and assess operational needs to determine if personnel shall remain at Headquarters or be relieved from duty.
  4. Order one heavy-duty front-end loader and a driver for each battalion.
  5. Order generators per DART form submitted.
- F.** Computer Services Bureau will:
1. Assemble/install equipment necessary in the command post. This is the Responsibility of the Computer Systems Manager.
  2. The Computer Technician II will notify users by Fax or Email to secure backups for their systems.
  3. The Computer Technician II will contact remote users to secure their equipment away from windows or any area where the equipment may be exposed to wind or water.
  4. The Network Manager will secure the hurricane kit containing supplies and equipment needed to meet any unplanned request from users participating in the emergency.

5. Operating Systems Programmer, network Manager, computer Technician II and Computer Systems Manager schedule Alpha/Bravo shifts to Support:
  - a. Headquarters
  - b. EOC
  - c. Command Post

#### **IV. IMMEDIATE IMPACT**

All supervisors will ensure the safety of their employees during the impact of storm.

#### **V. SUSTAINED EMERGENCY**

##### **A. Inventory and Supply Bureau Manager will:**

1. Ensure all personnel report to the Supply Bureau warehouse upon the National Hurricane Center announcement that the hurricane warnings have been lowered. Contact personnel if they are not required to report.
2. Implement Alpha/Bravo work schedule if required.
3. Request additional staffing as necessary.
4. Report to Logistical Services conditions of the warehouse.

##### **B. Research and Development Bureau O.I.C. will:**

1. Report to the Logistics Section Chief for assignment of on duty personnel and the Scene Support vehicle as needed.

##### **C. Mobile Equipment Bureau O.I.C. will:**

1. Ensure all personnel to report to Headquarters on their assigned work schedule upon the National Hurricane Center announcement that the hurricane warnings have been lowered. Contact personnel if they are not required to report.
2. Re-evaluate equipment/vehicle needs.
3. Keep Logistics Section Chief informed of any significant events.
4. Initiate a damage assessment survey of all vehicles.
5. Begin damage mitigation efforts (tarps over vehicles with broken windows, etc.).
6. Prioritize vehicle repairs based on operational needs.
7. Document all damage and losses.
8. Plan and schedule personnel work assignment.

9. Closely monitor all equipment requests and advise Logistics Section Chief of any problems.
10. Pick-up all rental equipment not already received and complete Vehicle Checklist (Addendum H).
11. Prepare for demobilization

**D. Food Unit will:**

1. Ensure all personnel to report to Headquarters on their assigned work schedule upon the National Hurricane Center announcement that the hurricane warnings have been lowered. Contact personnel if they are not required to report.
2. Perform a Snapshot Assessment of your area of responsibility (Base & Camps). Arrange for appropriate documentation and photographs to be taken of any damaged Food Unit areas of responsibility.
3. Check with the Operations Section Logistics Officer to determine Operations needs.
4. Obtain resources necessary to restore service at all existing locations.
5. Contract with additional vendors, if needed.
6. Prepare to expand service to other camps.
  - a. Relief Centers (Including Union Hall)
  - b. Operations
  - c. Mutual Aid Staging Areas

**E. Facilities and Construction Division Manager will:**

1. Ensure all divisional personnel to report to Kendall Shop upon the National Hurricane Center announcement that the hurricane warning has been lowered. Contact personnel if they are not required to report. Specific assignments will be given to all Division personnel and Alpha-Bravo shifts may be implemented.
2. Start immediately the survey of damage to all facilities. The Facilities Management Bureau O.I.C. will assist Divisions in repairing and securing all affected facilities.

**F. Computer Services Bureau will: No entry here.**

**VI. POST EMERGENCY**

**A. Inventory and Supply Bureau Manager will:**

1. Write Post-incident hurricane report and, where necessary, recommend revisions to this document.
2. Complete and forward all hurricane related reports to the Deputy Fire Chief.

**B. Research and Development Bureau O.I.C. will:**

1. Write Post-incident hurricane report and, where necessary, recommend revisions to this document.
2. Inventory and begin replacement procedures for all lost, missing and damaged equipment.
3. Complete and forward all hurricane related reports to the Deputy Fire Chief.

**C. Mobile Equipment Bureau O.I.C. will:**

1. Write Post-incident hurricane report and, where necessary, recommend revisions to this document.
2. Account for all vehicles and equipment.
3. Complete repairs caused by storm.
4. Request critique from operations regarding effectiveness of support-role mission.
5. Complete and forward all hurricane related reports to the Deputy Fire Chief.
6. Complete Demobilization Procedures.

**D. Food Unit will:**

1. Immediately advise Branch Leader of all resources and time needed to demobilize.
2. Obtain necessary resources.
3. Ensure that all equipment is cleaned, secured, restocked, and returned to appropriate destination. Order or procure all items needed to return equipment cache to service, which may have been lost, missing, or damaged. Complete appropriate paperwork.
4. Make appropriate arrangements for leftover food items.
5. Collect all Unit Logs and other materials from remote camps and forward to Planning Section.
6. Prepare required After Action reports and financial statements. Perform surveys of service areas for use in Post Incident Analysis.
7. Have Logistics Section Chief Coordinate with Operations Section.
  - a. Determine if any Food Unit resources will be required for Fire Stations or facilities with damaged kitchens or food preparation areas.
  - b. Coordinate the demobilization of services in any Operations area.

**E. Facilities and Construction Division Manager will:**

1. Write Post-incident hurricane report and, where necessary, recommend revisions to this document.
2. Coordinate all pertinent data to ensure that all facility-related damages are properly recorded, documented and forwarded to the FEMA Insurance Coordinator.
3. Complete and forward all hurricane related reports to the Deputy Fire Chief.

**F. Computer Services Bureau will:**

1. Computer Systems Manager evaluates emergency and plans for the dismantling of command post.
2. Personnel assume their regular duties.



# **MIAMI-DADE FIRE RESCUE**

## **HURRICANE POLICY AND PROCEDURE OPERATIONS ANNEX**

### **I. NORMAL PREPAREDNESS** (Normal and special preparations and policy/procedure changes occurring all year long)

#### **A. General**

All Fire Department facilities will be maintained in a sound, functional condition that can be safely secured in a short period of time. Fire rescue apparatus will be maintained in a state of readiness.

#### **B. Target Hazards**

Personnel will familiarize themselves with the Target Hazards (Hospitals, Mobile Home Parks, Nursing Homes, Shelters, Special Hazards, etc.) within their territory and surrounding areas and be prepared to mitigate problems created by a hurricane at these occupancies. Station Captains will complete the Pre-Disaster Survey Forms (PDS) located in the Station Administrator Workbook.

### **II. INCREASED READINESS** (Hurricane pre-season preparedness through hurricane threat/watch)

#### **A. Preseason**

1. During the first week of May of each year the Battalion Chief will review the Battalion Disaster Workbook (Addendum A) for completeness and forward a copy of the Annual Checklist to the Operations Division Office.
2. During the first week of May of each year, the Station Captain of each facility will:
  - a. Conduct an inventory of hurricane equipment and supplies.
  - b. Ensure the serviceability of the station shutters and the presence of the necessary items to secure the facility.
  - c. Review the Station Administrator Workbook (Addendum B) for completeness and forward a copy of the Annual Checklist to the Operations Division Office.
  - d. Order any items needed from the Supply Bureau.
3. All personnel will review the Hurricane Policy during the month of May of each year.

#### **B. Hurricane Threat/Watch** (An announcement that a hurricane or an incipient hurricane condition poses a possible threat to coastal areas within 36 hours.)

##### **1. General**

When a Hurricane Watch is announced by the National Hurricane Center or when the Fire Chief initiates these procedures in anticipation

of a Hurricane Watch, all Fire Department personnel will go on stand-by status and take immediate steps to secure their family and property. The Fire Chief's Staff will keep the Fire Communications Office advised as to their availability.

2. Assistant Chief of Operations or designee (Operations Section Chief) will:
  - a. Set up a meeting and brief the Area Commanders on the status of the Departments Incident Action Plan (IAP).
  - b. Request the Logistics Section prepare all spare fire rescue apparatus in the event they need to be utilized.
3. Operations Division Chiefs (Divisions 1, 2, 3, 4, and 6) will:
  - a. Establish Area Command Posts
    - (1) North Area Command ("North Division") – Battalion 3 office at Station 20
    - (2) Central Area Command ("Central Division") – Division 2 office at Station 48
    - (3) South Area Command ("South Division") – Division 3 office at Station 34
    - (4) Special Operations Command ("Special Operations Division")  
- Division 4 Office, Station 24
    - (5) Miami International Airport ("Airport Division") – Station 59
  - b. Obtain direction from the Operations Section Chief.
4. Battalion Chiefs will:
  - a. Obtain direction from his/her Area Commander.
  - b. Initiate use of the **Station Administrator Workbook** in each Fire Station within their Battalion.
5. On-Duty Station O.I.C will:
  - a. Request from Logistics all supplies needed to ensure reasonable protection of personnel and adequate response capabilities:
    - (1) Potable Water Containers (1 gal/person across all 3 shifts)
    - (2) Fuel - Cooking needs and response vehicles
    - (3) Chain Saws Kits-1 per unit plus two extra chains
    - (4) Station supplies - Double the normal inventory
  - b. Secure the Fire Station
    - (1) Secure all openings

- (2) Protect furniture and equipment
- (3) Protect all files
- (4) Lower antennas
- (5) Secure items that may become projectiles

6. On-Duty Unit O.I.C will:

- a. Request from Logistics all supplies needed to ensure adequate response capabilities:
  - (1) Basic First Aid Equipment
  - (2) Advanced Life Support Equipment (ALS)
  - (3) Additional Reports
- b. Ensure vehicle readiness:
  - (1) Top off fuel tanks using other than station reserves (GSA/Private).
  - (2) Back flush and top off water tanks.

**III. PRE-IMPACT** (Hurricane warning or similar notification)

**A. General**

- 1. When a Hurricane Warning or similar notification is announced by the National Hurricane Center, the County Manager, or the Fire Chief, all shift personnel who are on duty will remain on duty until formally relieved. These individuals should have secured their homes and families during the Hurricane Watch phase as they will not be relieved from duty to do so.
- 2. In the rare instance that a Hurricane Warning is announced without prior notification of a Hurricane Watch all shift personnel who are on their first day off will return to their last duty station within one hour of the Hurricane Warning announcement. This will allow those on-duty personnel who did not have an opportunity to secure their property and families time off in which to do so. On-duty personnel will be relieved of duty by the returning shift for no more than six hours.

**EXCEPTION:** When a Hurricane Warning is announced after 0700 hrs. and prior to 1200 hrs. members of the off going shift will be given time to secure their families and property before returning to duty. These individuals should secure their property and families and report in to work no later than 1300 hrs.

Any exceptions to the reporting for duty times outlined in this policy must be authorized via the C.O.C. by the appropriate Division Chief.

- 3. Once personnel have returned from securing their families and property, the call back personnel providing relief will be released from duty. The need to retain extra staff will only be authorized by the Fire Chief under extreme conditions.

4. A wakeful watch for communications will be maintained at each facility.
  5. People with Special Needs (PSN) transport units will enter the system and will be assigned by the Operations Section Chief in coordination with the E.O.C.
  6. Spare suppression vehicles will be assigned as directed by the Operations Section Chief.
- B.** Operations Section Chief - Reports to Fire Command and directs operations activities.
- C.** Area Command - Reports to the Operations Section Chief.
1. Will be staffed by a Division Chief or their designee as well as a command staff of pre-determined command officers in the following positions:
    - a. Operations
    - b. Planning
    - c. Logistics
  2. Will implement a call-in system for facilities within the Division approximately three hours prior to projected strike.
    - a. Fire Stations will check in on the hour and report the status at their location.
    - b. Shelters staffed by MDFR personnel will check in on the half-hour and report the status at their location.
- D.** Battalion Chief - Reports to the Area Commander
1. Utilizes the Battalion Disaster Workbook (Addendum A).
  2. If sufficient personnel are available Battalion Chiefs shall identify:
    - 1 Battalion Aide
    - 1 Station Administrator for each station
    - 1 Aide for each Station Administrator
  3. Once staffing for these positions has been identified, the Battalion Chief will advise the Area Command Planning Officer of the assignments and provide a roster of all personnel in the Battalion.
- E.** Station Administrator and their aides
1. Follows the guidelines in the Station Disaster Workbook.
  2. Are responsible for all the needs of the fire station.
  3. Are responsible for the accounting of all personnel and equipment that moves in and out of that station.
- F.** Unit Officers and personnel

1. Maintains response capability.
2. Complies with appropriate documentation requirements.
3. Maintains activity log and pay information on the EDAR form.

**G. Evacuation**

1. The decision to evacuate stations will be made by Command and communicated to each Area Command.
2. When directed the units will relocate as follows:

**a. Zone A (Red Zone) Evacuation**

- Battalion 1 to Station 11
- Squirt 10 to Station 51
- Rescue 10 to Station 51
- Air Truck 15 to Station 14
- Rescue 95 to Station 46
- Platform 21 to Station 26
- Engine 21 to Station 1
- Rescue 21 to Station 26
- Engine 27 to Station 29
- Rescue 27 to Station 7
- Aerial 39 and Support 39 to Station 53
- Engine 42 and Rescue 42 to Station 57
- Rescue 49 to Station 23
- Engine 64 to Station 44
- North Division to Station 20

**b. Zone B (Yellow Zone) Evacuation (Includes Zone A and the following)**

- Battalion 2 to Station 31
- Engine 8 to Station 26
- Rescue 8 to Station 1
- Engine 63 to Station 11
- Aerial 22 to Station 48

- Rescue 33 to Station 45
  - Engine 55 to Station 43
  - c. Zone C (Green Zone) Evacuation (Includes Zone A, Zone B, and the following)
    - Rescue 16 to Station 6
    - Engine 16 to Station 36
    - Sqrut 16 to Station 36
    - Sqrut 34 to Station 24
    - Rescue 34 to Station 36
    - Rescue 50 to Station 24
    - Engine 62 to Station 56
    - South Division to Station 24
  - d. In addition to the above placement of evacuated apparatus, the following apparatus placement will occur:
    - HazMat Support Truck to Station 56
    - Mobile Command Post to Station 34 (Station 24 for a Zone C Evacuation)
    - TRT Support Truck to Station 48
3. Stations being evacuated must:
- a. Shut down power and gas to the station.
  - b. Take radio and computer equipment with you.
  - c. Move all private vehicles to the mainland.
  - d. Elevate file drawers on top of lockers.
  - e. Secure the station.
  - f. Secure all doors, interior and exterior.
  - g. Secure all loose articles from station grounds.
  - h. Lower antennas.
  - i. Lock all gates
  - j. Place a sign on the door:

**In case of emergency, call 911**

- k. Secure dumpsters.

#### **IV. IMMEDIATE IMPACT** (Operations during a hurricane)

##### **A. General**

1. No individual will respond alone during the Immediate Impact phase.
2. Response to alarms will continue until the "NO RESPONSE" order is issued.
3. All reserve apparatus will be staffed as dictated by the Area Command.

##### **B. Operations Section**

1. Will receive reconnaissance and updates from the E.O.C. and keep the Area Commanders advised on storm status.
2. When directed by the Incident Commander, will issue through Fire Alarm/Area Commands, a NO RESPONSE order.

##### **C. Area Command**

1. Monitors on-going responses.
2. Maintains contact with the Operations Section and advises of response status.
3. Maintains contact with Battalion Chiefs, Station Administrators, Station Captains and MDFR personnel at shelters.
4. If conditions warrant, issues a NO RESPONSE order within that Area and notify the Operations Section.

##### **D. Battalion Chief**

1. Monitor and support fire-rescue units and personnel.
2. Maintain contact with Area Command.

##### **E. Station Administrator**

1. Monitors the affects of the storm on personnel, units and the facility.
2. Keeps the Area Command and Battalion Chief advised of status.
3. Makes specific assignments for personnel and apparatus rotation for response to alarms.
4. Be prepared to make an assessment report as soon as storm conditions subside. (See Assessment Annex)

##### **F. Unit O.I.C. and personnel**

1. Maintains response capability.
2. Maintains contact with the Station Administrator.

## **V. SUSTAINED EMERGENCY** (Operations after a hurricane)

### **A. General**

1. Command will issue a RESUME RESPONSE order when conditions allow. Operations Section Chief, Area Commands and/or Battalion Chiefs may issue these orders if normal communications are inoperative.

2. Employees not on duty during the storm

After the storm has passed, oncoming shift personnel, not already on duty, will report to their duty stations at 0700 hours. If unable to reach their primary duty station, they will report to the closest operational station for assignment. Personnel who are unable to report in, are not yet due to report in for duty or who are on their CR day or approved leave are expected to advise their location and situation. This should be accomplished by using the call-in procedure in Addendum A. This will allow the department to account for employees and identify the personal needs of each employee reporting. The names of those not reporting will be assigned to the Employee Welfare Task Force for accountability. Upon calling in each individual will be advised what their assignment and/or work schedule will be. Work schedules will be made with consideration of the personal impact on each employee.

3. As soon as storm conditions subside, the Station OIC and/or Administrator will prepare the Disaster Assessment Snapshot and report as directed by the Assessment Annex.
4. Primary Search and Rescue (SAR) efforts will take place at Target Hazard areas and areas with obvious needs upon direction of the Area Command.
5. Emergency Response.

- a. Dispatch through the Fire Communications Office

The primary response method, unless otherwise indicated, will be dispatch by Fire Communications. Units responding to requests from the Fire Communications Office must advise that office of any problems encountered during dispatch, or any changes of assignment necessitated by personal observations.

- b. Dispatch via Area Command.

Dispatch of units may be controlled at an Area Command. This regional dispatch may be relayed from Fire Communications, may be based upon information at the Area Command, or may be a combination of both.

- c. Self dispatch based upon assessment.

It may be necessary for units to dispatch themselves due to lack of communications with other stations or Fire Communications. This should be done based upon the OIC's assessment of the situation at the time. Consideration must be given to performing



additional assessment objectives similar to triage during multi-casualty incidents. With the exception of providing life-saving assistance, a search will be conducted as soon as possible of predetermined priority areas (i.e., shelters, hospitals, mobile home parks).

**d. Primary search and rescue.**

Primary search and rescue may be implemented to support emergency response. This would be limited to rescue of lightly trapped victims. Appropriate decisions must be made as to the priority of responsibilities during this time period.

**e. Safety & Hazard Identification**

Personnel conducting emergency operations must realize that their own safety and well-being are their first priority. Many hazards will be encountered during the first 72 hours after a hurricane. These include, (but are not limited to):

- (1)** Wires down
- (2)** Gas leaks
- (3)** Fires
- (4)** Unsafe structures
- (5)** Flooding
- (6)** Hazardous material incidents
- (7)** Traumatized animals
- (8)** Heat stress

Every attempt should be made to abate these hazards, if it can be done safely. As with other incidents, personnel should utilize all safety equipment available, work in teams, and keep themselves well hydrated.

**f. Ongoing territory assessment.**

During all emergency response operations, continued territory assessment is vital. Continuous use of the neighborhood damage portion of the Damage Assessment Snapshot form in different areas of your territory can be crucial to appropriate resources being dispatched. This information must be transferred to Area Command locations as quickly as possible.

- 6.** If personnel are not needed in a particular area, they may be assigned to report to the Area Command or Mobilization Center for relocation to an affected area.
- 7.** Secondary Search and Rescue (SAR) - (See SAR Annex).
- 8.** Stop signs and street signs will be replaced when possible. If not possible, identify the roadway with spray paint (intersections, light poles, etc.).

**B. Operations Section**

1. Will advise the Area Commanders of the operational priorities and strategy the Department will take.
2. Based on the assessments will:
  - a. Request mutual aid through Command.
  - b. Develop a system to temporarily relieve on-duty personnel to check on their families.
  - c. Issue orders for staffing previously evacuated fire stations.

**C. Area Command**

Will establish a system within the appropriate geographic boundaries to carry out the Departments strategy and operational priorities.

**D. Battalion Chief**

Coordinates stations needs with the Station OIC/Administrators and document pertinent information such as:

1. Accountability of all personnel
2. Assessment/Primary Survey
  - a. Station status
  - b. Vehicle status
  - c. Territory status (roadways, structures, etc.)
  - d. Target Hazard status

**E. Station OIC/Administrator**

Will assist the Employee Welfare Sector with personnel accountability. (See Employee Welfare Annex)

**F. Company Officer**

Begins assessments and response as defined by the Station Administrator.

**VI. POST EMERGENCY (Recovery efforts)**

- A. Normal staffing on units will resume.
- B. Surplus equipment will be returned to the Inventory and Supply Bureau.
- C. All documentation will be forwarded to the Planning Section Chief, Fire Command via the Area Command.